



First Aid Policy and Procedures -PP027

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO Code: 22732), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) Certificates. It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
- fostering their social and emotional development; and
- providing a supportive and safe environment for them

Rationale

All College students have the right to feel safe and well and know that they will be attended to with due care when in need of first aid while at College. The College will comply with its duty of care obligations.

Purpose

The purpose of this policy is to ensure that:

- College staff are aware of their responsibilities and duties to administer first aid or to care for ill or injured students;
- the College maintains sufficient staff trained in first aid, and maintains appropriate First Aid supplies;
- the College communicates with parents about the emergency first aid treatment provided to their child; and
- College parents are aware of first aid arrangements and how their ill or injured child will receive care.

Scope

This policy applies to all College staff, including volunteers and contractors, and to parents and students.

Definitions

Accident	An unexpected or unintentional event that may cause injury or ill health in a College staff member or student, and may involve damage to property.
Accident , Injury and Incident Register	A register that records all accidents, injuries and incidents at the College. It includes the investigation results, an assigned severity rating, and identifies the new processes or strategies put in place to prevent or reduce the impact of a future recurrence.



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Action Plan	A plan drawn up by a medical/health practitioner prescribing emergency medical treatment or care provision if a student's health declines. Examples include ASCIA Anaphylaxis Action Plans, Asthma Action Plans and Diabetes Action Plans.
College environment	Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside College hours, including: <ul style="list-style-type: none"> • A campus of the College • On-line College environments (including email and intranet) • Other locations provided by the College for a student's use (including without limitation, locations used for College camps, sporting events, excursions, competitions and other events).
Duty of Care	A non-delegable, moral and legal obligation to take reasonable steps to ensure the safety and wellbeing of students. Duty of care is both an organisational and an individual responsibility, meaning that it applies to: <ul style="list-style-type: none"> • the College as a legal entity; and • College Board members, staff, volunteers, contractors and visitors who have an individual responsibility to students.
First Aid Officer	A College staff member who has received first aid training, appears in the College Staff Trained in First Aid Register, and is able to: <ul style="list-style-type: none"> • assess students and others at College for possible first aid treatment in the event of an accident, injury, incident, emergency or illness; • provide first aid treatment to the limits of their training and experience; and • call for appropriate advanced medical assistance from a medical practitioner or ambulance as required.
First Aid Register	A document listing the names of all staff who have received first aid training, the type of training, the renewal date for their training.
First Aid Treatment Register	A document listing the treatment and care given to students in an emergency at College or attending the First Aid Room, the date and time treated, name of student, name of First Aid Officer and parent notification details.
Individual Anaphylaxis Management Plan (IAMPS)	Plan developed for students at the College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction. This plan is developed in consultation with the students' parents.
Medication Authority Form	A form providing written permission for the College to administer (or allow the student to self-administer) medication. It is completed by a student's medical / health practitioner and provides medication information, including dosage and storage requirements.
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Staff	Refers to all employed staff, contractors and volunteers of the College.



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Student Health Support Plan	Plan developed for students at the College who have an identified health support need. This plan is developed in consultation with the student's parents.
Student Support Group	A Student Support Group is normally made up of the Assistant Principal/Curriculum Leader, relevant teachers, wellbeing team and education support staff. If appropriate, the Student Support Group can seek family involvement and support from specialist consultants.
Student Support Team	The Student Support Team comprises wellbeing team and education support workers. Other specialists such as psychologist or external case managers may also be included or consulted.
Parents	Includes parents, guardians, stepparents and/or carers as listed in the College Enrolment Form

Responsibility

1. The College Board is responsible for authorising this policy.
2. The Executive Principal is responsible for:
 - implementing this policy and related processes to support students, staff or others who become ill or injured at College or require first aid treatment;
3. The Assistant Principal/Curriculum Leader or nominee is responsible for:
 - coordinating all situations where first aid treatment is supplied;
 - ensuring that teachers and other College staff are made aware of, and support, students with identified health care needs;
 - arranging first aid training for staff, and keeping the First Aid Register up-to-date;
 - ensuring sufficient first aid trained teachers and staff are on duty at any time
 - arranging a twice yearly first aid briefing for staff on the College's general first aid and emergency response procedures;
 - ensuring that unwell students are collected from College; and
 - speaking directly with parents to advise them where a child has been taken to hospital for further medical treatment, and/or where their child has injuries to their head, teeth, neck or back.
4. Teachers have a duty of care to administer first aid to a student when necessary, and to be able to identify students in their class with identified health care needs.
5. The Student Support Team is responsible for providing first aid and support where necessary.
6. First Aid Officers (teachers and staff members) are responsible for:
 - responding to student illness or injury during school hours and assisting other staff to provide first aid if or when necessary
 - assessing students and providing first aid treatment where appropriate;
 - ensuring that an ambulance is called in an emergency;
 - contacting the ill or injured student's medical practitioner where required;



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- recording first aid treatments in the First Aid Treatment Register;
 - supervising the unwell student and caring for them in the First Aid Room;
 - following infection control procedures when providing treatment or disposing of first aid waste;
 - ensuring that medications are kept in a locked cupboard in the First Aid Room;
 - ensuring that treatment is consistent with requirements in the student's medical information (e.g. ASCIA Action Plans, Individual Anaphylaxis Management plan, Student Health Support Plan or a Medical Authority form);
 - observing the effects of any treatment provided, and taking action if the student's condition worsens;
 - (in conjunction with the Assistant Principal/Curriculum Leader) providing information to parents about their child's first aid treatment at College;
 - ensuring that parents are contacted to collect students too ill to remain at College; and
 - keeping the First Aid Room in a ready to use state (e.g. cleaning spills, ensuring first aid supplies are replenished if in noticeably short supply).
7. Administration staff are responsible for:
- ensuring that student medical records are securely retained and kept up-to-date;
 - ensuring that College staff are provided with basic first aid training and refresher courses;
 - updating the Accident and Incident Register;
 - ensuring that administration staff regularly check supplies in the first aid kits and order additional supplies as needed; and
 - completing a first aid risk assessment each term and implementing strategies to keep students safe at college.
 - keeping the first aid and spill kits in the First Aid Room stocked and ready, checking the on a monthly basis and on advice from a First Aid Officer;
 - ordering first aid supplies as needed;
 - checking that the First Aid Kit contains the nominated number of unused and unexpired general use autoinjectors, and that they have been labelled as "general use";
 - notifying parents when their child is sick and requires collection from College;
 - verifying the identity and custody arrangements of parents who are collecting an ill child; and
 - Ensure that ill students allowed leave PRC once parents/ guardian notified via text or email to Admin / Assistant Principal /Classroom Teacher

Implementation

The College has a duty of care to take all reasonable steps to ensure the safety and wellbeing of students in its care. The College has a range of policies and procedures to deal with student safety and health care including:



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- **Anaphylaxis Management Policy PP014** for students at risk of anaphylaxis or a severe allergic reaction;
- **Astha Policy PP017** for students diagnosed with asthma
- **Health Care Needs Policy** for students with identified health care needs who require additional support at College;
- **Administration of Medication Policy PP013** for students who requires medication assistance during College hours;
- **Accident and Incident Reporting Policy PP006** for managing accidents, incidents and injuries;
- **Critical Incident and Emergency Management Policy** to manage critical incidents and emergencies;
- **Caring for Ill Students Policy PP020** to provide care for students who become ill at College or during College activities; and
- **First Aid Policy PP027**(this policy) for medical emergencies.

Please refer to the list of related policies for other policies and information relating to the care and welfare of College students.

In order to be able to provide emergency first aid when necessary, College will:

- ensure that a minimum of 2 staff members are designated as First Aid Officers with a current first aid certificate for HLTAID011 Provide first aid (or its successor course), noting the College's intention to ensure all staff are trained in First Aid;
- ensure that as many other staff members as possible receive first aid training in HLTAID011 Provide first aid (or its successor course);
- keep a First Aid Register of staff with first aid training, and provide a reminder to staff requiring refresher training;
- maintain a First Aid Room that is adequately resourced (refer **Related Form "First Aid Resources FT086.**)
- maintain records of accidents and incidents, including an Accident and Incident Register;
- maintain a record of first aid treatment provided in a First Aid Treatment Register (refer **Appendix 2**);
- maintain at least two first aid kits in the First Aid Room (at least one being a portable kit for use on yard duty, excursions and camps), and a Spill Kit;
- hold at least one staff first aid/CPR training a year, to keep staff up-to-date on the College's general first aid and emergency response procedures;
- keep up-to-date medical information about students, including Student Health Plans and their associated ASCIA Action Plans, and Medication Authority forms;
- ensure that all staff can identify students with a Student Health Support Plan, ASCIA Action Plans, or Individual Anaphylaxis Management Plan, so that the prescribed treatments can be applied when necessary;
- ensure that parents are notified if a student has received first aid for an illness or injury (discretion applied for minor injuries or illness);



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- convene a Student Support Group, if necessary, for students with identified health care needs; and
- undertake a first aid risk assessment (refer **First Aid Risk Assessment FT087** each term to identify risks to staff and students in the College environment, and to regularly review first aid resources.

First Aid Room

The College will maintain a First Aid Room that is easily accessible to staff, students and others. It will be located near an exit for access by ambulances (refer College map in **Appendix 4**), be clearly labelled and contain sufficient resources to meet College needs (refer **First Aid Resource FT086**). The sufficiency of resources will be reviewed end of each term using a First Aid Kit Checklist. (refer **First Aid Kit Checklist FT088**)

The First Aid Room includes a Sick Bay User Register. (**Refer to Appendix 3**) Staff assisting students are required to accurately record all relevant information in this register. A hard copy of the register is available at the entrance to the First Aid Room.

The Administration Team is responsible for scanning and saving the completed Sick Bay User Register for future reference. The register must be uploaded at the end of each term to the following location:

PRC Intranet → PRC Document Library → 2026 Sick Bay User Register Scan → All Documents.

The supervising First Aid Officer is required to update the First Aid Treatment Register based on the treatment provided. This register is located in SharePoint at:

PRC Intranet → PRC Document Library → Student Medical Records → All Documents.

In cases where first aid is required for asthma or anaphylaxis, the student's Asthma Action Plan and ASCIA Action Plan are located at the front of the First Aid Room for easy access.

First Aid Officers

First Aid Officers are College staff with up-to-date basic first aid training (such as HLTAID011 Provide first aid or its successor), who are able to temporarily relinquish their normal duties when required to provide initial care for injured or ill persons at college. The College will have sufficient First Aid trained staff available during College hours who will be responsible for using infection control practices in providing first aid and disposing of first aid waste. They are required to report illness or injury to the Assistant Principal/Curriculum Leader and record details of any treatment provided (including rest) in the First Aid Treatment Register.

Where First Aid Officers are required to take first aid bags on excursions or outdoor activities, they must record all items used in the First Aid Usage Log. Administration staff are responsible for reviewing the register, checking used items, and replenishing supplies as required.

Training

The College will encourage all staff to undergo first aid and anaphylaxis training and renew their skills/competencies as required. Additional training may be required in relation to specific health conditions of students and staff (e.g. asthma) and risks most likely to cause injury or harm to staff and students (e.g. slips, trips and falls).



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First Aid Register

The Executive Principal (or nominee) will maintain a register of all staff trained in first aid and ensure staff are reminded and assisted to update their training by the renewal date.

Maintenance of first aid kits

Administration staff will be required to check first aid kit contents against a **First Aid kit Checklist FT088** on a monthly basis, re-order supplies when needed, and replenish the kits as soon as possible. They will also check the nominated number of unused and unexpired general use autoinjectors, and their “general use” labelling. First Aid Officers should advise Administration of immediate shortages.

First aid treatment

When an emergency arises, or a student becomes ill or is injured, the classroom teacher (or staff) will:

1. provide immediate first aid treatment and support;
2. call triple zero “000” for an ambulance in an emergency;
3. separate the injured/ill student from others (e.g. by asking Student Support Team members to take the other students to another room and provide supervision); and
4. advise the Assistant Principal/Curriculum Leader of injuries or emergency.

The designated First Aid officer will:

1. immediately collect the First Aid Kit from the First Aid Room and travel with safe haste to the emergency/injury/illness location;
2. assess the student and provide first aid treatment in situ if required (e.g. if the student has fainted or cannot walk). If able and safe, they will escort the student to the First Aid Room for assessment and treatment;
3. remain with the patient to supervise their care and observe reactions to treatment or rest (e.g. anaphylaxis reactions or worsening of symptoms) and take further action if required;
4. check the student’s medical information (including Action Plans, Student Health Support Plan, Individual Anaphylaxis Management Plan, or a medical authority to administer medication) to ensure that treatment provided aligns with requirements;
5. record the treatment in the First Aid Treatment Register;
6. immediately call an ambulance if further emergency treatment or hospitalisation is required
7. if concerned (non-emergency), contact the student’s medical practitioner for advice;
8. report the injury or emergency to the Assistant Principal/Curriculum Leader (who will immediately notify parents of the emergency medical treatment or hospitalisation of their child and report injuries to the child’s head, neck, teeth or back);
9. notify (or arrange to notify) parents to collect the patient (non-emergency situations) where the student is too ill to remain at College ; or



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10. otherwise determine when the patient can safely return to class.

Emergency situations

The First Aid Officer will remain with the student and provide emergency support until relieved by ambulance officers. A staff member will accompany the student to hospital and stay with the student until a parent is available.

Parent collection of sick students (non-emergencies)

When a First Aid Officer has identified a student as requiring medical assistance, or as being too ill to remain at College, Administration will contact parents and request they collect their child from College. Parents must arrive at reception, prove identity, and sign their child out of College. The First Aid Officer will escort the student to reception and provide information about the treatment provided.

Communication

1. This policy will be communicated to the College community either through the College website, newsletter or via request.
2. All staff, including casual relief staff and volunteers, will be briefed twice per year about this policy.
3. College staff will be informed of College first aid responsibilities and procedures through:
 - attending the College induction program for new staff;
 - receiving a copy of this policy at the first staff meeting at start of the College year;
 - the College Teacher Handbook (for teachers);
 - training programs and professional development activities on accident and incident management and reporting.



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Appendices: -

- Appendix 1: First Aid Register (template)
- Appendix 2: First Aid Treatment Register (template)
- Appendix 3 – Sick Bay User Register
- Appendix 4: College Map
- Appendix 5 First Aid Usage Log

Related Forms Saved Location ([PRC Intranet - PRC Document Library - 005 PRC FORMS - All Documents](#));

- First Aid Resource FT086
- First Aid Risk Assessment FT087
- First Aid Kit Checklist FT088

Related Policies

- Accident Incident and Injury Reporting
- Anaphylaxis Management
- Asthma
- Bullying and Harassment Prevention
- Camps and Excursions
- Caring for Ill Students
- Supervision Policy and External Provider Procedure
- Critical Incident and Emergency Management
- Duty of Care
- Health Care Needs
- Student Engagement, Wellbeing and Inclusion

Relevant Legislation

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Health Records Act 2001 (Vic)
- Occupational Health and Safety Act 2004 (Vic)



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Appendix 1: CPR & First Aid Register Template (this register is available through Monday .com)

Staff Name	Issue date	Expiry Date		Status



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Appendix 2: First Aid Treatment Register (template)

Student name	Date and time	Treatment and medication provided	Name of First Aid Officer	Ambulance called (Y/N)	Medical Practitioner called (Y/N)	Parents notified (Y/N)	Accident/injury/Incident Report filed (Date)

UpdateNote : In the event of an emergency accident/incident/injury, including the administration of an EpiPen or use of a defibrillator on a student, the responsible staff member must complete an incident report form.

This register is available in the following location in sharepoint

PRC Intranet → PRC Document Library → Student Medical Records → All Documents.



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Appendix 3: Sick bay User Register

Sick Bay Users Register						
Date	Name of Student	Name of Responsible **Person	Time of Entry	Time of Exit	Incident Record filed / where appropriate (enter date)	**Signed

[This register is available in the following location in sharepoint](#)

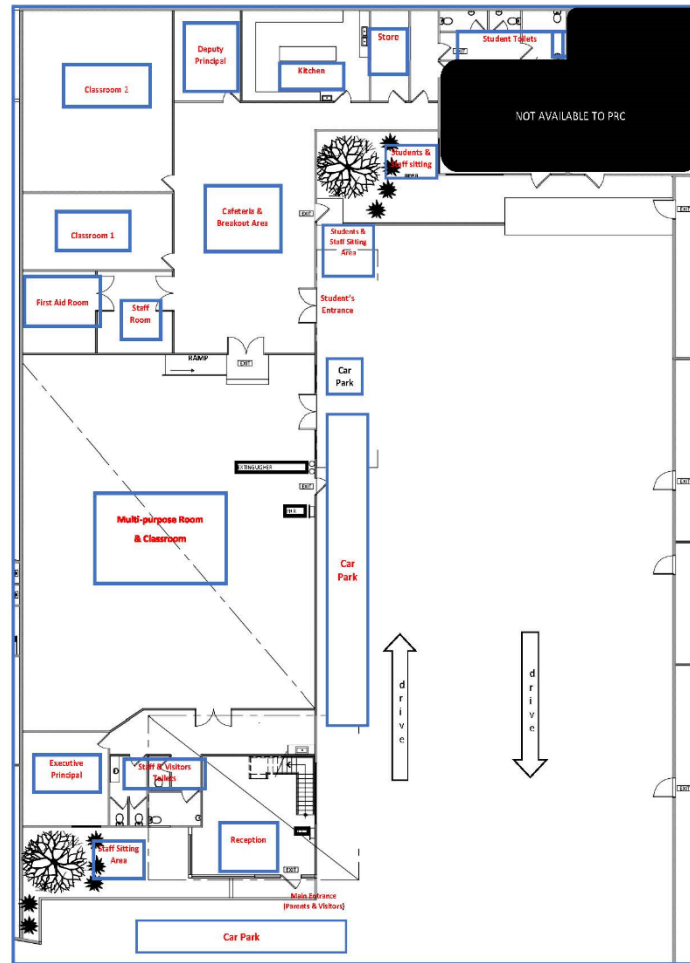
PRC Intranet → PRC Document Library → Student Medical Records → All Documents.



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Appendix 4: College Map

UNIT 4 & 5, 9 DANAHER DRIVE, SOUTH MORANG VIC 3752



GROUND FLOOR PLAN



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Appendix 5 First Aid Usage Log

Staff Name	First Aid Bag No	Date	Time out	Medication Given (Where applicable)	Time in	Signature



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Document Number:	PP027	Developed by:	Compliance
Policy Owner:	Executive Principal	Approver Name & Role:	PRC Board
Evidence of Approval:	Board meeting	Version No:	V2026.03
Review Due To:	Internal Review	Date Approved:	16/03/2026
Next Review Due:	16/03/2028		
Department: Compliance and Governance		School Standards: STD-Care,Safety and Welfare of Students	
		RTO Standards: Guideline 6 – Child Safe Standards	

Revision Record:

Date	Version	Revision description
4/01/2022	1	Initial Policy
18/09/2024	2	
16/03/2026	3	<ul style="list-style-type: none"> • Re written the introduction • Updated the process for managing First Aid room • Updated the communication methods • Updated CPR & First Aid Register template • Updated First Aid Treatment register template • Added Sickbay User Register • Added First Aid Usage Log • Removed the following appendixes and added as separate forms with version control for the ease of use <ul style="list-style-type: none"> ○ Appendix 3: First Aid Resources ○ Appendix 4: First Aid Risk Assessment ○ Appendix 5: First Aid Kit Checklist • Added Version history and relevant standards