

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Endeavour Hills Specialist School on 9113 4100

PURPOSE

To ensure the school community understands our approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

Endeavour Hills Specialist School provides highly individualised programs of learning for students with disability and high needs who have a diagnosis of autism spectrum disorder with a language disorder and/or an intellectual disability. The school welcomes students from 5 to 18 years of age.

In order to support the complex needs of the students at Endeavour Hills Specialist School, the Health and Wellbeing Team provides supports at three levels, these are:

- School wide processes – the Health and Wellbeing Leader coordinates support staff and delegates roles and responsibilities for health and wellbeing processes.
- Learning neighbourhood – the Team Leader of each learning neighbourhood coordinates and delegates health and wellbeing processes for individual students.
- Specialist supports – the Team Leader of specialist staff coordinates and delegates roles and responsibilities for therapeutic intervention and services.

The Endeavour Hills Specialist School Health and Wellbeing group meets on a regular basis to discuss students' needs. The Principal holds a daily briefing that provides an opportunity to update staff on changes to student plans.

From time-to-time Endeavour Hills Specialist School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that Endeavour Hills Specialist School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our trained first aid officers are listed in the Emergency Management Plan (EMP), which includes the expiry dates of training for each staff member. The nurse maintains a current register of staff trained in first aid, including name, level of first aid qualification and date of expiry is included in this register. The register of staff training will be reviewed once per term.

Endeavour Hills Specialist School First aid kits

First aid supplies are kept in the first aid room. Each learning area has a first aid yard duty bag. When the yard duty bags require restocking, staff can obtain the restocked bag from the staff room in Paperbark place, under the TV as labelled, and leave the used bag in the same spot to be restocked by the nurse. Larger first aid kits can be found in Banksia, Bursaria, Acacia and the Community Hub, in the kitchens, in Cupboards marked with First Aid signage.

Management of an unwell student or staff member

Students and staff who are unwell should not attend school.

If a student becomes unwell during the school day, they may be directed to the nurse in the first aid room. Depending on the nature of the child's symptoms, the parents/carers or an emergency contact person may be asked to collect the student.

The First Aid Room includes a space where ill students can rest comfortably and in privacy while being monitored by staff.

It is important that any staff member or student who becomes unwell while at school with flu-like symptoms gets tested for COVID-19 and returns home. Schools can undertake the following steps while a student awaits collection by a parent or carer:

- Students experiencing symptoms - such as fever, cough or sore throat - that are compatible with coronavirus (COVID-19), will be isolated in an outdoor space with suitable supervision while waiting for a parent/carer to collect them.
- Urgent medical attention will be sought where indicated.
- Unwell students will not be permitted to travel home unsupervised.

Where staff or students are experiencing symptoms that are compatible with coronavirus (COVID-19), the important actions to follow include hand hygiene, physical distance and putting on a surgical face mask (both staff and student where appropriate). See the Department's [guidance for the use of Personal Protective Equipment in education](#).

In the context of schools supporting students with complex health needs, if the care of an unwell child or young person is to be prolonged (for example, because it will take some hours for a parent to collect a child) and maintaining distance is not practical when providing supervision or direct care, the staff member should wear surgical face mask, gloves, gown and eye protection. See the Department's [guidance for the use of Personal Protective Equipment in education](#).

Follow cleaning guidance according to the situation of the case. If a student spreads droplet (for example by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.

Please also refer to the [DET Operations Guide](#) in relation to the latest COVID advice. Further Information can also be sourced at the following link: [Health and Safety Advice for Schools in the context of Coronavirus \(COVID-19\)](#).

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Endeavour Hills Specialist School will notify parents/carers by phone call in the first instance, and a report will be sent home.
- If first aid is administered for a serious injury or condition, or in an emergency situation, the nurse or Principal will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact

person, to collect the student and recommend that advice is sought from a medical practitioner.

- Whenever first aid treatment has been administered to a student, we will record the incident on CASES21. If first aid was administered in a medical emergency, we will follow the Department's Reporting and Managing School Incidents Policy, including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126.

In accordance with guidance from the Department of Education and Training, analgesics - including paracetamol and aspirin - will not be stored at school or provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- included in staff induction processes and staff training
- included in staff handbook
- discussed at staff briefings/meetings as required
- available in hard copy from school administration upon request.

FURTHER INFORMATION AND RESOURCES

The following school policies are also relevant to this policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Health Care Needs Policy
- Medication Administration Log
- Medication Authority Form

The following links are relevant in relation to the latest COVID advice:

- [DET Operations Guide](#)
- [Health and Safety Advice for Schools in the context of Coronavirus \(COVID-19\)](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Principal
Next scheduled review date	February 2030