



Bacchus Marsh
Grammar

School POLICY

OCCUPATIONAL HEALTH AND SAFETY

First Aid Policy and Procedures

Approved by the School Principal: 10 March 2026

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First Aid Policy and Procedures

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1 Introduction

Bacchus Marsh Grammar (the School) is committed to providing a safe working environment for all staff, students and visitors.

2 Purpose and Objectives

The purpose of this policy is to ensure the School provides a safe and healthy environment by establishing and maintaining effective procedures for first aid and/or medical assistance. This policy outlines the responsibilities, training, procedures and equipment to manage first aid and medical concerns for students, staff, volunteers, visitors or contractors (e.g. where they become injured or unwell etc.).

3 Scope

3.1.1 This Policy and its Procedures apply to all staff, volunteers, and contractors at the School including all campuses and off-site School activities.

4 Definitions

Term	Definition
First aid	The immediate treatment or care given to a person suffering from an injury or illness.
Designated First Aid Officer	A School staff member with a minimum first aid qualification of HLTAID011 (Provide First Aid) and HLTAID009 (Provide CPR) certification.
Health Centre	Designated area at each campus providing first aid treatment, staff by School Nurses.
School Nurse	A qualified nurse employed by the School.

5 Policy Statement

5.1.1 The Health Centres at the Maddingley and Woodlea campuses are the primary facilities for delivering first aid assistance to staff, students, visitors, and contractors experiencing injury or illness. They are equipped to provide first aid assistance to students, staff, visitors and contractors in cases of minor injuries or illnesses.

5.1.2 The Health Centre staff do not diagnose medical conditions and are not a substitute for General Practitioner assessment.

5.1.3 The Health Centres are responsible for:

- Coordinating first aid training for staff.
- Providing facilities staffed by Division 1 Registered Nurses.
- Offering holistic health-related advice to senior management and staff as required.
- Coordinating first aid support for other School sites, including Staughton Vale and the Early Learning Centre.

5.1.4 At Staughton Vale, first aid is administered from a First Aid Station with ICT (voice and visual) links to Maddingley and Woodlea Health Centres. This station manages immediate needs in consultation with the Health Centres, focusing on high-risk issues such as falls, fractures, snakebite, and anaphylaxis. These areas are supported by targeted training and risk management measures.

6 Roles and Responsibilities

6.1 Principal

6.1.1 Ensure the School complies with legislative requirements.

6.1.2 Allocate resources for training and first aid supplies.



6.1.3 Review first aid procedures regularly.

6.2 School Nurse(s) / First Aid Coordinator(s)

6.2.1 Maintain records of trained first aiders.

6.2.2 Ensure first aid kits and equipment are adequately stocked and accessible.

6.2.3 Identifying whether any medical/first aid supports are required.

6.2.4 Organise staff first aid training and CPR updates.

6.2.5 Arrange supervision and care for ill or injured students on campus and provide guidance to the Designated First Aid Officer for students off campus.

6.2.6 Contact parents/guardians or emergency contacts as needed.

6.2.7 Notify relevant staff when a student leaves class and is not returning.

6.2.8 Record all student attendance and treatment at a Health Centre in Synergetic.

6.2.9 Recording the nature of the illness or injury, any medication or first aid provided and, in the case of an injury or an illness where appropriate, filling in the safety incident register.

6.2.10 Complete incident reports for any staff, students, contractors or visitors who present to the Health Centre with a medium to severe injury or illness.

6.3 Designated First Aid Officer

6.3.1 Ensure all medical information is up to date.

6.3.2 Make a "First Aid Folder" which contains hard copies of the following information:

- Student Health Alerts
- Student contact and medical information (do we need student emergency contact information)?
- Injury report forms – these are online
- Camp Medication Chart
- Staff emergency contact list

6.3.3 Attend Staff Briefing before departure.

6.3.4 Support staff in planning for any minor medical needs for students and staff whilst on camp.

6.3.5 Administer medication provided as directed by parents/guardians.

6.3.6 Ensure dietary requirements are identified and met (with priority at mealtimes).

6.3.7 Support students with complex medical needs, including overnight care where required.

6.3.8 Assist with arranging or accompanying students to further medical treatment if necessary.

6.3.9 Keep parents/guardians and senior staff informed when students require further medical care.

6.3.10 Ensure all required medical equipment is available and taken to the event.

6.3.11 Report all medical incidents to the Health Centre.

6.3.12 Ensure the Health Centre to record all medical incidents and first aid administered on Synergetic and Skefto on the day incident occurred and /or first aid administered.

6.3.13 Ensure they manage all personal information including medical information in line with the School's Privacy Policy.

6.4 Trained First Aiders

6.4.1 Provide immediate and appropriate first aid care.

6.4.2 Maintain at a minimum, current HLTAID011 (Provide First Aid) and HLTAID009 (Provide CPR) certification.

6.4.3 Notify the Health Centre of any occurrences where first aid has been administered or when an injury has occurred at both onsite and offsite locations.



6.5 All Staff

- 6.5.1 Be familiar with first aid procedures and take reasonable care for their own health and safety.
- 6.5.2 Assist as required and report incidents promptly.
- 6.5.3 Comply with any reasonable instruction given to them relating to health and safety in the workplace.
- 6.5.4 Cooperate with and follow first aid procedures and report any injuries or illnesses.

7 First Aid Training

- 7.1.1 The School will ensure that the minimum number of staff members who are first aid trained meets or exceeds the ratios specified by the Department of Education (Victoria), based on the total number of staff and students. In accordance with these requirements, a sufficient number of staff will maintain current qualifications in:
 - HLTAID011 – Provide First Aid
 - HLTAID009 – Provide Cardiopulmonary Resuscitation (CPR)
- 7.1.2 CPR training must be refreshed annually.
- 7.1.3 First aid training must be renewed every three years.

8 First Aid or Medical Assistance Procedures (e.g. injury)

If a student, staff member, visitor or contractor requires urgent medical treatment, staff should call 000 immediately.

8.1 Procedures for Students - On Campus

- 8.1.1 Students should attend the Health Centre at the Maddingley and/or Woodlea campus should they require first aid and/or medical treatment.
- 8.1.2 If a student is injured or feels unwell, the School should:
 - Assess a range of signs and symptoms which will be determined by a School Nurse or Health Centre Staff.
 - Take action based on the summary of signs and symptoms.
 - Immediately seek emergency assistance if it is deemed necessary.
- 8.1.3 First aid requirements for students with identified health care needs should be explained in their Student Health Support Plan or Anaphylaxis Management Plan.
- 8.1.4 First aid provision may be adjusted as needed for students with additional medical needs.
- 8.1.5 Information regarding students' medical conditions that are supplied at the beginning of each year, and updated accordingly will be used to aid treatment to students.

8.2 Procedures for Students - Off Campus

- 8.2.1 A Designated First Aid Officer which must be a School employee should be allocated for any offsite event (e.g. camps, excursions or School activities such as co-curricular events, school productions etc.). The Designated First Aid Officer is responsible for the management of medication, illness and injury that occurs during the event for students and staff.
- 8.2.2 A Health Centre Nurse will be the Designated First Aid Officer in the following circumstances:

Camps

- ✓ Anaphylaxis, Diabetes and Epilepsy – based on Individual Student requirements
- ✓ Complex Medical Conditions
- ✓ Interstate camps
- ✓ On call for local camps
- ✓ Outdoor Education if required

Excursions

- ✓ Diabetes and Epilepsy – based on Individual Student requirements
- ✓ Sporting Events depending on distance, type of sport and number of students.

School Activities

- ✓ If approved by Principal:

All other applications must be put in writing to the Head of Campus who will seek Principal approval.

8.2.3 Students and staff should present to the Designated First Aid Officer if they are injured or feel unwell. The Designated First Aid Officer will:

- Assess a range of signs and symptoms and act based on the summary of signs and symptoms.
- If the First Aider is not a School Nurse, the First Aider may contact a School Nurse for guidance.
- Immediately seek emergency assistance if it is deemed necessary.
- The First Aider must inform the Health Centre of any injuries sustained and/or first aid administered to students or staff (e.g. band aid application, providing asthma medication, pain relief or an ice pack) on the day it was administered so it can be recorded and appropriate follow up can occur if required.

8.2.4 If a student requires a change of clothes and needs assistance e.g. cleaning themselves, changing their clothes etc., please contact the Health Centre for guidance.

8.3 Procedures for Staff and Visitors - On and Offsite

8.3.1 Staff and visitors should attend the Health Centre at the appropriate campus should they require first aid and/or medical assistance.

8.3.2 Should a staff member or visitor attend the Health Centre for first aid or medical assistance, a record of their visit and nursing actions taken will be recorded in Synergetic (for visitors not in the School's system, an incident report will be completed).

8.3.3 In addition, an incident report will be completed for any injuries that occur or if a staff member or visitor is either recommended to attend, or is taken to, hospital.

8.4 Procedures for Contractors - On Site

8.4.1 Should a contractor attend the Health Centre for first aid or medical assistance, an incident report will be completed.

9 Incident Reporting and Recording

9.1.1 All first aid incidents must be:

- 9.1.1.1 Recorded in Synergetic.
- 9.1.1.2 Communicated to parents/guardians for student incidents.
- 9.1.1.3 Followed up with an **Incident Report Form** where appropriate.

9.1.2 WorkSafe Victoria must be notified of notifiable incidents in accordance with the OHS Act.

10 First Aid Kits

10.1.1 First Aid Kits are stored in the Health Centre and are maintained by the Health Centre staff. They are used to assist with illness and injury to staff and students whilst they are outside the School.

10.1.2 All Junior School teachers have been provided with a first aid 'bum bag' that contains basic first aid provisions.

10.1.3 First aid kits are to be taken on all camps, excursions, and offsite activities.

10.1.4 The table in Appendix B shows the types of First Aid Kits available.

11 Infection Control and Hygiene

- 11.1.1 First aiders must use personal protective equipment (PPE) such as gloves and masks.
- 11.1.2 All wounds must be treated using standard infection control procedures.
- 11.1.3 Contaminated waste must be disposed of in biohazard containers.

12 Defibrillators

- 12.1.1 The School has several defibrillators placed in appropriate places throughout the Maddingley Campus, Woodlea (including the Early Learning Centre) and Staughton Vale campuses as well as in School vehicles. The table in Appendix A details the locations of defibrillators at each campus.

13 Oxygen

- 13.1.1 Oxygen is stored in the Health Centre at the Maddingley and Woodlea Campuses.
- 13.1.2 At Maddingley, there are two Oxygen (O₂) bottles that are both portable with one located on a wheeled frame. The other is in a carry bag.
- 13.1.3 At Woodlea, Oxygen (O₂) is located on a portable wheeled frame.
- 13.1.4 Oxygen is maintained by the Health Centre staff. Oxygen is only used by a Registered Nurse or Level 3 First Aider.

14 Procedures

14.1 DRSABCD Action Plan

- 14.1.1 In an emergency, every second counts. The DRSABCD Action Plan is a seven-step guide that will help save lives and is the required process in all applicable cases:

D – Danger: Check for danger yourself, others, and the injured person.

R – Response: Ask name or squeeze shoulders; if no response, send for help.

S – Send for Help: Call 000 for an ambulance.

A – Airway: Clear airway; tilt head and lift chin.

B – Breathing: If breathing normally, place in recovery position; if not, start CPR.

C – CPR: 40 compressions at ~100/min, then 2 breaths; continue until help arrives or recovery.

D – Defibrillator: Apply and follow prompts.

15 Implementation

- 15.1.1 This Policy is implemented through a combination of:

- Staff training and supervision
- Maintenance of medical records
- Appropriate signage
- Effective incident notification procedures
- Initiation of corrective actions where necessary
- Effective communication procedures with the student's parents/carers.

16 Breach of this Policy and Procedures

- 16.1.1 Where a staff member breaches this Policy, the School may take disciplinary action.

17 Legislation

Education and Training Reform Regulations 2017 (Vic)
Occupational Health and Safety Regulations 2017 (Vic)
Victorian Registration and Qualifications Authority Minimum Standards

18 Related Policies and Documents

Allergies and Anaphylaxis Policy and Procedures
Asthma Management Policy and Procedures
Bites and Stings
Concussion Policy and Procedures
Diabetes Management Policy
Eating Disorders Policy and Procedures
Head Lice Policy and Procedures
Medical Health Care Plans for High-Risk Students
Student Medical Records
Medication Administration
Infectious Diseases (Student)
Seizure and Epilepsy
Self-harming Behaviours
Sun Protection (Students)

19 Authorisation

School Document Name	First Aid Policy and Procedures	
Approval Authority	Principal	
Approval Signature	Debra Ogston Principal Bacchus Marsh Grammar	
Administrator	Company Secretary	Kerryn Browne
Approval Date	10 March 2026	
Date of Next Review	10 March 2029	To be reviewed every three years.

20 History

Date	Amendment
8 May 2025	1. New policy and procedure to replace the First Aid Policy
14 October 2028	2. Reviewed and revised to clarify roles and include the provision of a Designated First Aid Officer at offsite school events
10 March 2026	3. Added guidelines for administration of first aid at offsite school events

21 Appendix A: Location of Defibrillators

Campus	Location/s
Maddingley	Health Centre, Reception, Gymnasium, Hospitality Centre, Maintenance Compound, O Block building, L Block 2 nd Floor, The Hive 2 nd Floor
Woodlea	Health Centre, Reception, Gymnasium, Weights Room, A Block 2 nd Level between rooms A112 and A113, B Block 2 nd Level at room B109, ELC
Staughton Vale	A Block (Staff Amenity Building)
School Vehicles	

22 Appendix B: Types of First Aid Kits

Type of First Aid Kit	Description
Red	This bag is used for excursions and camps. It contains equipment for cuts and grazes, asthma attacks, diabetes and sunscreen.
Blue	This bag is used for sports excursions. It contains equipment to help with sporting injuries, including ice packs and strapping tape.
Black	This is a backpack and it is used for camps. It contains a larger variety of equipment to ensure injuries can be treated on camps.
Medication Bag (snap lock bag that is clearly labelled)	This bag contains paracetamol, ibuprofen and antihistamine. These bags are provided to staff to take on camps and excursions.

23 Appendix C: Guidelines for Administration of First Aid at Offsite School Events

23.1 Designated First Aid Officer

Appointment

23.1.1 Every camp, excursion or production must have a **Designated First Aid Officer**.

23.1.2 The Designated First Aid Officer is responsible for the management of medication, illness and injury that occur during the event for students and staff.

23.1.3 The Designated First Aid Officer must be a trained School staff member, holding at minimum a *Provide First Aid* (HLTAID011) qualification.

23.2 Allocation of Health Centre Nurse

23.2.1 A Health Centre Nurse will be the Designated First Aid Officer in the following circumstances:

Camps

- ✓ Diabetes – Individual Student requirements
- ✓ Epilepsy – Individual Student requirements
- ✓ Complex Medical Conditions
- ✓ Interstate camps
- ✓ On call for local camps
- ✓ Outdoor Education if required

Excursions

- ✓ Diabetes – Individual Student requirements

- ✓ Epilepsy – Individual Student requirements
- ✓ Sporting Events depending on distance, type of sport and number of students.

School Activities

- ✓ If approved by Principal:

All other applications must be put in writing to the Head of Campus who will seek Principal approval.

23.3 Roles and Responsibilities: First Aid Officer

Prior to Camp / Excursion / Production

The Designated First Aid Officer must:

- 23.3.1 Ensure all medical information is up to date.
- 23.3.2 Make a “First Aid Folder” which contains hard copies of the following information:
 - ✓ Student Health Alerts
 - ✓ Student contact and medical information
 - ✓ Camp Medication Chart
 - ✓ Staff emergency contact list
- 23.3.3 Attend Staff Briefing before departure.
- 23.3.4 Support staff in planning for any minor medical needs for students and staff.
- 23.3.5 Ensure they manage all personal information including medical information in line with the School’s Privacy Policy.

During Camp / Excursion / Production

The Designated First Aid Officer (or Nurse, if required for complex needs) must:

- 23.3.6 Comply with the School’s Child Safe Code of Conduct and Staff Code of Conduct.
- 23.3.7 Administer medication provided as directed by parents/guardians.
- 23.3.8 Ensure dietary requirements are identified and met (with priority at mealtimes).
- 23.3.9 Support students with complex medical needs, including overnight care where required.
- 23.3.10 Assist with arranging or accompanying students to further medical treatment if necessary. Call emergency services as required.
- 23.3.11 Keep the Health Centre informed via phone call when required.
- 23.3.12 Follow Health Centre advice and provide written documentation (incident report or via email) regarding the incident and treatment as soon as practicable on the day the incident occurred, or the next day if overnight.
- 23.3.13 Health Centre will record all medical incidents and first aid administered on Synergetic and Skefto (when required) as soon as practicable on the day the incident occurred, or the next day if overnight.
- 23.3.14 Keep parents/guardians informed when students require medical care either through the Synergetic system (Health Centre staff only) or a phone call from the Designated First Aid Officer or delegate.
- 23.3.15 Ensure all required medical equipment is available and taken to the event.
- 23.3.16 Report all medical incidents to the Health Centre as soon as practicable.
- 23.3.17 Ensure all personal information, including medical information is managed in line with the School’s Privacy Policy.