



Naracoorte High School

First Aid and Sick Room Policy

Purpose

Naracoorte High School is committed to providing an adequate and timely first aid response to students, staff, volunteers and visitors who experience injury, illness or a medical emergency while on site or participating in school activities.

This policy aligns with the Department for Education First Aid Procedure (2025), Work Health and Safety requirements, and the school's duty of care obligations.

Guiding Principles

- All staff and students are expected to take reasonable care to avoid injury.
- First aid is the immediate treatment or care provided to a person suffering injury or illness until further medical assistance is available or recovery occurs.
- The safety and wellbeing of the injured or unwell person is the primary consideration in all first aid responses.
- Staff providing first aid will work within the scope of their training and qualifications.
- All injuries and illnesses requiring first aid will be managed consistently, documented appropriately and communicated to parents/caregivers where required.

First Aid Personnel and Training

Naracoorte High School will ensure:

- A minimum of one qualified first aider is available for every 50 people likely to be present on site.
- An appropriate number of staff maintain current first aid qualifications to meet departmental requirements.
- Designated First Aiders hold:
 - HLTAID012 Provide First Aid in an Education and Care Setting (or equivalent approved qualification).
 - HLTAID009 Provide Cardiopulmonary Resuscitation (CPR), renewed annually.
- First aid arrangements are communicated during staff induction.
- Current first aider contact details are displayed in key locations throughout the school.
- Staff undertaking excursions, camps, sporting activities and outdoor education programs meet the training requirements outlined in Department for Education procedures.



Naracoorte High School

First Aid and Sick Room Policy

Responding to Injury, Illness or Emergency

Serious Injury or Medical Emergency

Where a person is seriously injured, unresponsive, experiencing breathing difficulties, chest pain, seizure activity, significant head injury, severe allergic reaction, or where uncertainty exists regarding the seriousness of the condition:

1. Call 000 immediately.
2. Notify a First Aider and Administration.
3. Contact Student Service Office on internal extension 258 or mobile 0421 616 782 for triage and support.
4. Do not move the injured person unless there is immediate danger or they can move safely themselves.
5. First aid care will continue until emergency services arrive.
6. Parents/caregivers or emergency contacts will be notified as soon as practicable by telephone.
7. The incident will be recorded in Sentral and reported through the Department's Incident Management System (Incident360) where required.

If in doubt, call an ambulance.

Minor Injury or Illness

For minor injuries or illnesses:

1. The student should report to the Front Office or be accompanied by another student or staff member where appropriate.
2. A First Aider, School Services Officer or appropriately trained staff member will assess and provide first aid.
3. Students may be monitored in the sick room for a short period if required.
4. The treatment provided will be recorded in Sentral.
5. If symptoms persist, worsen, or require extended rest, parents/caregivers will be contacted by telephone and may be required to collect the student.



Naracoorte High School

First Aid and Sick Room Policy

Sick Room Procedures

The sick room is intended for short-term monitoring, assessment and recovery following illness or injury.

Students may access the sick room when:

- They have sustained a minor injury.
- They are feeling unwell and require assessment.
- They require short-term observation following first aid treatment.
- A First Aider determines monitoring is required before a decision is made regarding return to class or collection by a parent/caregiver.

The sick room is not intended as a substitute for classroom attendance or home recovery. Students requiring ongoing care, medical attention or extended rest will be collected by a parent/caregiver.

All sick room visits will be recorded in Sentral.

Where possible:

- Students will be supervised while in the sick room.
- Staff will maintain appropriate visibility and duty of care.
- Relevant medical information and emergency contact details will be accessed when required.

Communication with Parents/Caregivers

Naracoorte High School recognises the importance of timely communication regarding student health and wellbeing.

- Parents/caregivers will receive notification through the Sentral Parent Portal following all first aid treatment and student visits to the sick room.
- A telephone call will be made for:
 - Head injuries.
 - Injuries requiring collection from school.
 - Significant illness or injury.
 - Suspected concussion.
 - Ambulance attendance.
 - Any situation where staff determine direct communication is warranted.
- Records of communication with parents/caregivers will be maintained within Sentral.



Naracoorte High School

First Aid and Sick Room Policy

Infection Control

When administering first aid, staff will:

- Wash or sanitise hands before and after treatment.
- Wear disposable gloves when exposure to blood or bodily fluids is possible.
- Use additional personal protective equipment where required.
- Dispose of contaminated materials appropriately.
- Follow Department for Education infection control and work health and safety requirements.

Head Injuries and Concussion Management

Any student who sustains a head injury will be assessed by a First Aider.

- The incident and treatment provided will be recorded in Sentral.
- Parents/caregivers will be contacted by telephone regardless of the severity of the injury.
- Parents/caregivers will be provided with information regarding symptoms that may require further medical review.
- Students suspected of sustaining a concussion will not return to physical activity and may require medical clearance before resuming participation in sport or other activities.
- Staff will follow Department for Education guidance relating to head injuries and concussion management.

Medication

Staff will administer medication only in accordance with Department for Education medication and health support procedures.

Students must not self-administer medication at school unless approved through an appropriate health care plan, medication agreement or documented medical management arrangement.

Medication stored at school will be managed in accordance with departmental requirements and site procedures.



Naracoorte High School

First Aid and Sick Room Policy

Recording and Reporting

Student Injuries and Illnesses

- Sentral serves as the school's First Aid Register.
- All first aid treatment, injuries, illnesses and sick room visits will be recorded in Sentral.
- Parents/caregivers will be notified through the Sentral Parent Portal following first aid treatment.
- Non-minor injuries or illnesses will be reported through the Department's Incident Management System (Incident360).

Employee Injuries and Illnesses

- All employee injuries requiring first aid treatment, whether minor or non-minor, must be reported through the Department's Incident Management System (Incident360).
- Employees are responsible for notifying their line manager as soon as practicable following an injury or illness.

Follow-Up Actions

Where hazards, equipment issues or environmental factors contribute to an injury or illness:

- Administration will be notified.
- The incident will be reported through Incident360 where required.
- Appropriate corrective action will be implemented.
- WHS Committee members will be informed where appropriate.
- Risk controls will be reviewed to minimise the likelihood of recurrence.



Naracoorte High School

First Aid and Sick Room Policy

First Aid Facilities and Equipment

Naracoorte High School will maintain appropriate first aid facilities, equipment and supplies.

Front Office and Sick Room

The Front Office and Sick Room will contain:

- Primary First Aid Station.
- Sick room monitoring area.
- Automated External Defibrillator (AED).
- Emergency contact information.
- Appropriate first aid supplies.

Additional First Aid Kits

First aid kits will be maintained in:

- Design and Food Technologies.
- Agriculture.
- Science (Automated External Defibrillator (AED) also located in Science).
- Art Areas.

Additional kits will accompany:

- Excursions.
- Camps and Outdoor Education Programs
- Sporting activities.

Maintenance

- First aid kits will be inspected and replenished at least every six months and more frequently if required.
- Designated First Aiders will monitor first aid supplies and ensure equipment remains adequately stocked and operational.
- AED inspections will be conducted in accordance with departmental requirements and manufacturer specifications.
- First aid equipment locations will be identified through appropriate signage and communicated to staff through induction processes.



Naracoorte High School

First Aid and Sick Room Policy

Excursions, Camps and Offsite Activities

The school will ensure appropriate first aid arrangements are in place for all excursions, camps, sporting and adventure activities.

Risk assessments will determine:

- Number of qualified first aiders required.
- First aid equipment required.
- Access to emergency services.
- Additional requirements for remote or isolated locations.

Portable first aid kits must accompany all offsite activities.

Staff leading offsite activities must ensure participants are aware of emergency response procedures and have access to appropriate first aid support at all times.

Roles and Responsibilities

Principal

The Principal will:

- Ensure compliance with departmental requirements.
- Maintain appropriate first aid staffing levels.
- Provide suitable first aid facilities and equipment.
- Ensure staff are aware of first aid arrangements.
- Ensure incidents are reported and managed appropriately.

Designated First Aiders

Designated First Aiders will:

- Maintain current qualifications.
- Provide first aid assistance.
- Maintain first aid supplies, facilities and equipment.
- Conduct required equipment inspections.
- Maintain first aid records.
- Support compliance with departmental first aid requirements.



Naracoorte High School

First Aid and Sick Room Policy

Staff

All staff will:

- Respond appropriately to injuries and illness.
- Seek assistance from qualified first aid personnel when required.
- Report injuries, illnesses and hazards.
- Support students in accessing first aid services.
- Follow this policy and associated departmental procedures.

Related Documents

- Department for Education First Aid Procedure (2025)
- Reporting Critical Incidents, Injuries, Hazards and Near Misses Procedure
- Emergency Management Procedure
- Camps and Excursions Procedure
- Sporting and Adventure Activities Standard
- Work Health and Safety Policy
- Managing Student Medical Conditions