

First Aid and Medical Conditions Policy

1. Introduction

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. We deliver the Victorian Pathway Certificate (VPC) and VCE Vocational Major Certificate (VM) for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their individual personal, social and educational potential.

The College is committed to ensuring students are protected from accidents and risks of injury. In the event of a staff member, student, volunteer having an accident or becoming ill, every attempt will be made to ensure the sound management of that person and to secure necessary medical treatment.

2. Purpose

The purpose of this policy is to communicate how the College responds to and manages First Aid and Medical Conditions.

3. Scope

This policy applies to all College Students, Parent/Guardians, Staff, volunteers, visitors.

4. Definitions

First Aid	Simple medical treatment given as soon as possible to a person who is injured or suddenly becomes ill.
Medical Conditions	Any Injury, illness or disease which would have caused any ordinary prudent person to seek treatment, diagnosis, care, medical advice or treatment.

5. Policy

The College is committed to providing first aid, as required, to any staff member or student. First aid supplies are provided for use on site and portable first aid kits and Asthma Emergency Kits (AET), maintained by a designated First Aid Officer or WHS representative, are available for excursions and events. The College ensures a minimum of one qualified First Aid Officer with Level 2 First Aid (and CPR) is available on site at all times.

The College has a dedicated sick bay/first aid room on site for all first aid and medical interventions.

First Aid involves emergency treatment and support to:

- Preserve life by
 - Clearing and maintaining open airways
 - Restoring breathing or circulation; and
 - Monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- Protect a person, particularly if they are unconscious
- Prevent a condition worsening ; and
- Promote recovery

5.1 Students with Medical Conditions

Where a student has a current medical condition that may require prescribed medication, or special monitoring or treatment, Parents/Guardians will be requested to provide the College with any information regarding the medical condition(s) and relevant history of prior health conditions. Existing health condition must be disclosed prior to student enrolment and a Medical Action Plan submitted to the College prior to the student commencing.

Djerriwarrh Community College ensures there is always;

- Sufficient number of First Aid Officers who can assist an injured student or ill student and have the current qualification covering all of the Colleges First Aid requirements;
- A sick bay which is a private space with a bed an appropriate bedding and;
- All staff receive appropriate First Aid training to meet student health needs.

5.2 Notification and record keeping

Parents or guardians will be informed via our online management system whenever a student visits the sick bay. Any first aid or medical incidents are documented in the student's confidential record.

6. Communication

This Policy is available on the College website, Compass and hard copies can be obtained from the College Reception.

7. Associated documents and legislation

Associated policies and procedures	<p>First Aid and Medical Conditions Procedure</p> <p>Anaphylaxis Management Policy</p> <p>Anaphylaxis Management Procedure</p>
Other associated documents Internal	<p>Medication Authority Form</p> <p>Medication Administration Register</p> <p>First Aid Officer Register</p> <p>Medical Information Form</p> <p>Medical Action and Management Plan</p> <p>Asthma Management Plan</p> <p>Individual Anaphylaxis Management Plan</p>
Relevant legislation	<p><i>Child Wellbeing and Safety Act 2005</i></p> <p><i>Education and Training Reform Act 2006</i></p> <p><i>Education and Training Reform Regulations 2017</i></p> <p><i>Health Records Act 2001</i></p> <p><i>Privacy and Data Protection Act 2014</i></p> <p><i>Occupational Health and Safety Act 2004</i></p>
Other associated documents External	<p>Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools</p> <p><i>Ministerial Order No. 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises</i></p> <p>Victorian Registration and Qualifications Authority (VRQA) to the Minimum Standards and Requirements for School Registration</p>

8. Issuance and approval

Document No:	030	Version no:	2.2	Classification:	Student Welfare
Document owner:	Compliance	Authorised by:		Principal	
Issue date:	20 March 2026	Review date:		20 March 2029	