FIRST AID POLICY

Global Village Learning Ltd

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Executive Director, with First Aid Guides and Wellbeing Coordinator for day-to-day implementation
Date adopted	April 2026 (originally adopted July 2025; reformatted October 2026)
Review cycle	Every three years
Next review	2029
Regulatory context	ETR Act 2006 (Vic); Schedule 4 clause 12, ETR Regulations 2017 (Vic); VRQA Guidelines to the Minimum Standards – Standard 7 (Care, safety and welfare of students); Occupational Health and Safety Act 2004 (Vic); Occupational Health and Safety Regulations 2017 (Vic).

1. Purpose

To ensure the Global Village Learning (GVL) community understands our approach to first aid for young people, and that Guides can respond quickly, competently and compassionately when first aid is required.

2. Scope

This Policy applies to the administration of first aid to young people at GVL or on GVL activities. First aid for anaphylaxis and asthma is addressed in the companion Anaphylaxis Policy and Asthma Policy.

3. Policy statements

From time to time Guides may need to administer first aid to young people at GVL or on GVL activities. Parents and carers should be aware that the goal of first aid is to provide immediate and essential care, not to diagnose or treat a medical condition.

3.1 First aid trained Guides

The Executive Director ensures that GVL has sufficient Guides with the appropriate levels of first aid training to meet the first aid needs of the community. GVL's trained first aid officers are listed in the Emergency Management Plan (EMP), along with the expiry dates of their training. The list is reviewed annually as part of the EMP review cycle.

At a minimum, GVL maintains Guides currently qualified in:

- HLTAID011 Provide First Aid.
- HLTAID009 Provide cardiopulmonary resuscitation (annual refresh).
- HLTAID012 Provide First Aid in an education and care setting (for Guides working with young people in early learning contexts, where relevant).
- Anaphylaxis management training refreshed every two years, with an annual briefing.
- Asthma first aid refresher annually.

3.2 First aid kits

GVL maintains:

- A major first aid kit stored in HQ Hub.
- Portable first aid kits which may be used for excursions, camps, or yard duty. A portable kit is stored in each Developmental Learning Hub.
- An asthma emergency kit and an anaphylaxis emergency kit, maintained in line with the respective policies.

HQ Hub is responsible for maintaining all first aid kits, ensuring they are stocked, checked monthly, and replenished after use in accordance with Department of Health guidance on first aid kits.

3.3 Care for unwell young people

Young people who are unwell should not attend GVL. If a young person becomes unwell during the day, they may be directed to the HQ Hub and monitored by Guides. Depending on the nature of their symptoms, Guides may contact parents, carers or an emergency contact person to ask them to collect the young person.

3.4 First aid room

GVL's first aid area follows the Department of Education's guidance for first aid rooms and sick bays. It is safe, hygienic, appropriately equipped, and accessible. Privacy is protected where a young person is being cared for.

3.5 First aid management

If a situation or incident at GVL requires first aid to be administered:

- Guides trained in first aid administer first aid in accordance with their training. In an emergency, other Guides may assist within their level of competence.
- In a medical emergency, Guides may take emergency action and do not need parent or carer consent to do so. Guides may contact Triple Zero "000" for emergency medical services at any time.

- Guides may also contact NURSE-ON-CALL on 1300 60 60 24 at any time for immediate, expert advice from a registered nurse.
- If first aid is administered for a minor injury or condition, GVL will notify parents or carers by email or phone.
- If first aid is administered for a serious injury or condition, or in an emergency, Guides will attempt to contact parents, carers or emergency contacts as soon as reasonably practical.
- If Guides determine that an emergency response is not required but that medical advice is needed, Guides will ask parents, carers or an emergency contact person to collect the young person and recommend that advice is sought from a medical practitioner.
- Whenever first aid is administered, the Guide will record the incident on Compass Chronicle, and where care was provided in response to a medical emergency or reportable incident, also complete an Incident Form in Compass.

3.6 Analgesics

In accordance with GVL policy, analgesics including paracetamol and aspirin are not stored at GVL and are not provided as a standard first aid treatment. This is because analgesics can mask signs of serious illness or injury. Further information is available in the Medication Policy.

4. Roles and responsibilities

Role	Responsibilities
Executive Director	Ensures GVL has sufficient first aid trained Guides, oversees the first aid training roster, and ensures the Emergency Management Plan reflects current first aid Guide coverage.
Wellbeing Coordinator	Liaises with families on Young Person Health Support Plans, maintains the records of young people's medical conditions, and coordinates training refreshers.
HQ Hub (Campus Manager)	Maintains all first aid kits, orders replenishment, and records monthly kit checks.
First Aid Guides	Administer first aid in accordance with their training, record incidents in Compass Chronicle, and complete Incident Forms where required.
All Guides and education support Guides	Know who the trained First Aid Guides are, know how to contact emergency services, and support the young person until help arrives.
Parents and guardians	Inform GVL of relevant medical conditions, provide accurate emergency contact details, and collect young people when requested.
Board of Directors	Owns this Policy and reviews aggregate incident reporting annually.

5. Communication of this Policy

- Available publicly on the GVL website.
- Included in Guide induction processes and ongoing Guide training.
- Included in the Guide handbook.
- Discussed at Guide briefings and meetings as required.
- Included in transition and enrolment packs.
- Hard copy available from the Campus Manager on request.

6. Review

The GVL Board reviews this Policy every three years, and immediately following any significant incident, change in regulation, or change in operational practice.

7. Related documents

- Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Health Care Needs Policy
- Child Safety and Wellbeing Policy
- Emergency Management Plan (EMP)
- First Aid Register (Compass)
- Incident and Accident Register

Endorsement

Endorsed by the Global Village Learning Board of Directors on 28 October 2026.

Next scheduled review: 2029.