

MELBOURNE HIGH SCHOOL FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Melbourne High School Ph: 9826 0711

PURPOSE

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

SCOPE

First aid for anaphylaxis and asthma is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

First aid is described as "help given to a sick or injured person until full medical treatment is available."

Schools must plan for the first aid needs of students and staff at school and on school approved activities including excursions, Millgrove Camp, Overseas and Interstate Trips, Sporting events.

Our school follows the Department's policy and guidance in relation to our Health Centre area to ensure it is safe, hygienic and appropriately equipped.

Daily, MHS staff provide first aid to our students, this includes having a full time Division 1 Nurse, who provides most of the first aid needs in The Health Centre, with support from designated First Aid Officers according to the weekly roster, with back up/on-call first aid officers available to assist in first aid when required.

MHS staff are offered first aid training, which forms part of their Professional Development. Our current provider is Hero HQ, who train staff in the following – Provide Cardiopulmonary Resuscitation (CPR), Provide Basic Emergency Life Support, Provide First Aid. Additionally, and in accordance with The Department of Education, 2 staff have the additional qualifications of Course in First Aid Management of Anaphylaxis and Course in Verifying the Correct Use of Adrenaline Injector Devices. Our school's first aid trained staff are listed on our Staff Training Register and Emergency Management Plan (EMP), which includes their qualifications and expiry dates of their training. The training register is maintained by the school nurse. Training is available to staff in terms 1,2 and 4 and reminders are sent to staff to update/maintain their qualifications. The EMP is updated on an annual basis to reflect our current staff.

Caring for ill or injured students and First Aid Management

In the first instance, students who are unwell should not attend school.

If a student becomes unwell during the school day, then they are advised to attend the Health Centre for assessment, treatment and care by the school nurse. In the event the school nurse is not available then students are directed to see the rostered first aid officer

The Health Centre is open from 8:00am to 4:00pm Monday to Friday.

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:

- The Nurse will attend all incidents that occur at school
- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency, other staff may be required to 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 administering first aid, when the school nurse is not available, may contact *Nurse On Call* on 1300 60 60 24, should they require further assistance. This service provides immediate, expert advice from a registered nurse and is available 24 hours a day, seven days a week.
- If first aid is administered for a serious injury or condition, or in an emergency the Nurse (or other school staff) will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If the Nurse (or other staff) providing first aid determine that an emergency response is not required but that medical advice is needed, parents/carers, or an emergency contact person, will be notified and asked to either to collect the student/consent for them to go home and recommend that advice is sought from a medical practitioner.
- Documenting first aid: All first aid administered to students either in the Health Centre, on or off campus, is documented on a physical copy of the Edusafe Sick Bay and First Aid Report. Details required on this document include – the student’s full name, time treatment was commenced and completed, the signs and symptoms the student presented with, a detailed description of the illness or injury (including mechanism of injury), (please include left or right for an injury) the actions undertaken and the parent/carer notification details (if required) and the staff member performing the first aid.
- Reporting: The Department requires staff to log a report on Edusafe Plus – [OHS Management System \(OHSMS\) EduSafe Plus | education.vic.gov.au](https://education.vic.gov.au) (staff log in to the Department website using their education email address and their password.) The report is logged as a *Sick Bay Report*. All staff can access Edusafe Plus and are encouraged to report their own incidents (however, the information can be passed on to the nurse who will complete this task). Once completed, Edusafe Plus provides a reference number and The Principal is notified via email. The reference number should be recorded at the top of the physical copy. The physical copy is stored in the Health Centre for the school year, then archived.

First Aid Kits

First Aid Kits are mainly kept in The Health Centre (located on the wall in the back room with the adrenaline devices). (See picture below of a selection of first aid kits available in the Health Centre). First aid kits are also located in the General Office, Reception, Wellbeing, Careers, and the Sports Office.

Staff have a duty of care to take a first aid kit with them when they are taking students off campus – excursions, sporting events, school camp, overseas and interstate trips. Staff should contact The Health Centre to arrange for a first aid kit prior to their event. The Nurse is responsible for maintaining the stock in these kits and they are audited every term in accordance with the OHS Calendar.



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/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:
(Policy and Advisory Department of Education)

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Policy Reviewed by	Lisa Delahunty RN Div.1 School Nurse
Policy Review Date	June 2026
Approved by	Principal – Dr Tony Mordini
Next scheduled review date	June 2029 (reviewed on a 3–4-year cycle)