

MELBOURNE HIGH SCHOOL

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 98260711 or at mhs@mhs.vic.edu.au.

PURPOSE

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

SCOPE

First aid for anaphylaxis and asthma are 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

From time to time Melbourne High School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that Melbourne High School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan]

First aid kits

Melbourne High School will maintain:

- A major first aid kit which will be stored in the Health Centre

- first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - School Reception
 - The Sports Office

The School Nurse will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department’s policy and guidance on first aid kits – refer to [First aid kits](#). As per the OHS Calendar, first aid kits are checked monthly.

Staff have a duty of care to take a first aid kit with them when they are taking students off campus – excursions, sporting events. Staff should contact The Health Centre or The Sports Office to book a first aid kit for their event (a minimum of 24 hours’ notice is required so the kit can be updated to suit the excursion and the number of students attending).

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the Health Centre for assessment and treatment by the school. In the event the school nurse is not available then students can see the three dedicated first aid officers – Kellie Porter (General Office), Lisa Carruthers (Sports Office) or Jennifer Mill (T38 Wellbeing Office).

Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

The Health Centre

The Health Centre is open from 7:30am to 3:30pm Monday to Friday.

There is also a dedicated Isolation Room, with a bed available for students and staff to undertake covid-19 testing or to wait for parents if they have tested positive to covid or require isolation from any other medical condition. Both the Health Centre and Isolation Room are maintained by The School Nurse.

Our school follows the Department’s policy and guidance in relation to the Health Centre to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

First aid management

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 situation, other staff may 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.

- If first aid is administered for a minor injury or condition, Melbourne High School will notify parents/carers by logging the incident on Compass and phoning the parent/caregiver of the student.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If the Nurse or staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Documenting a first aid: The School Nurse enters each presentation to The Health Centre in the *Day Book*, which includes the documenting of the time, medical condition/injury, any medication administered, assessment of the student, care provided. The First Aid Officers have a document titled *First Aid Treatment Provided by a Staff Member* (see appendix). Once completed, it is handed over to the School Nurse.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Melbourne High School will:
 - record the provision of first aid treatment on Edusafe Plus
 - OHS Management System (OHSMS) Overview: 5 EduSafe Plus | education.vic.gov.au (staff log in to the Department website using their education email address and their password.) The report is logged as an [incident report](#). All staff can access Edusafe Plus and are encouraged to report their own incidents (however, it is not uncommon for the staff member to pass the information on to the Nurse and she will complete the incident report.) Once completed, Edusafe Plus provides you will a report number and an email is sent to The Principal and the person completing the report as a reference. All incidents documented in The Day Book or on the staff document then have the Edusafe Plus report number added for record keeping
 - if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with the School's Administration of Medication policy, medication can be provided administered by the School Nurse with Parental consent. For further information, please refer to the Administration of Medication policy.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Available on our school's Student Management System, Compass
- 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
- 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:

- [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
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal – Dr Tony Mordini
Next scheduled review date	July 2026