

Healesville High School



First Aid Policy

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*

POLICY

From time to time Healesville 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 Healesville High School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Healesville High School's trained first aid officers are:

- Karyn Adams (training completed September, 2022)
- Maida Mitchell (training completed September, 2022)

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 as part of the annual review of our Emergency Management Plan.

First aid kits

Healesville High School will maintain:

- A major first aid kit which will be stored the general office.
- 8 portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kits will be stored
 - At the general office
 - Science office
 - Art office

The Office Administration staff will be responsible for maintaining all first aid kits.

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 general office where they will be placed in the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact.

HHS First Aid Policy

parents/carers or an emergency contact person to ask them to collect the students. **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:

- 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.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Healesville High School will notify parents/carers by calling or sending an email.
- 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 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.
- Whenever first aid treatment has been administered to a student Healesville High School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

FURTHER INFORMATION AND RESOURCES

Administration of Medication Policy

Anaphylaxis Policy

Asthma

Policy

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
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	21 February 2023
Approved by	Principal , February 2023
Next scheduled review date	February 2024

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