



DANDENONG 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 Dandenong High School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the aim of first aid is not to diagnose or treat a condition, and to provide support or assistance following the onset of an injury or illness.

Staffing

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

Dandenong High School's trained first aid officers are published throughout the school and updated yearly.

First aid kits

Dandenong High School will maintain:

- Two major first aid kits which will be stored at the General Office of the school
- Secondary first aid kits which will be stored in each of the school House Offices, Melaleuca Building and at the General Office of the ATC building. There are also 3 that are specific to PE and these are kept in the PE storerooms
- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - At the school General Office (2)

A designated General Office staff member will be responsible for maintaining all first aid kits.

- 6 portable First Aid kits used for sport excursions. Portable first aid kits for sport will be stored:
 - In the sport storeroom located in Melaleuca

The sport co-ordinator will be responsible for maintaining these 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 sick bay located at the General Office of the school which is monitored by General Office staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

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:

- Supervision of the first aid room will form part of the daily duties of an ESO.
- All injuries or illnesses that occur during the school day will be referred to the first aid attendant who will manage the incident.
- All reported and treated injuries or illnesses experienced by students that require first aid is stored on the Compass Portal – Sickbay Chronicle.
- 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 Dandenong High School will notify parents/carers by phone call.
- 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 Dandenong High School will:
 - The attending staff member records the incident on Compass (incident report template) and the administrator enters the incident into CASES21
 - if first aid was administered in a medical emergency, report the incident to the Associate Principal class of the school who will contact the Department’s Security Services Unit on 03 9859 6266.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

COMMUNICATION

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

- Included in staff induction processes
- Available publicly on our school’s website
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- For related policies please see Health Care Needs Policy, Administration of Medication Policy Anaphylaxis Policy and Asthma Policy

REVIEW CYCLE

Policy last reviewed	July 2023
Consultation and Communication	School Council and Compass notification
Approved by	Susan Ogden, Principal
Next scheduled review date	July 2025