

<b>FIRST AID POLICY</b>			
<b>Policy No: HM3</b>		<b>Version No: 1.3</b>	
<b>Ratified: 11/6/2020</b>		<b>Review Cycle: 4 year</b>	<b>Last Review: June 22</b>
<b>Policy Owner: Business Manager</b>		<b>Approver: Principal</b>	

## **POLICY**

Fairhills High School provides students, staff and members of the school community who sustain injury with first aid treatment and appropriate care.

## **PURPOSE**

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

## **SCOPE**

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

- Anaphylaxis Policy
- Asthma Policy

## **IMPLEMENTATION GUIDELINES**

Detailed implementation guidelines are developed by the staff through the established consultative committee process. These are developed within the parameters of the Council policy and can be changed as circumstances or strategies change without further reference to Council.

## **IMPLEMENTATION GUIDELINES**

From time to time Fairhills 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 Fairhills 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**

Fairhills High School will maintain:

- A major first aid kit which will be stored in the Sickbay in B Block.
- Five portable first aid kits which may be used for excursions, sport, camps, or yard duty. These portable first aid kits will be stored in the Sickbay in B Block.

Susan Kindler 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 Sickbay in B Block and monitored by 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:

- 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, Fairhills High School will notify parents/carers by phone call and/or email message.
- 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 Fairhills 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.

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.

## **FURTHER INFORMATION AND RESOURCES**

- Health Care Needs Policy
- Administration of Medication Policy

- Anaphylaxis Policy
- Asthma Policy

## REVIEW CYCLE

This policy was last updated on 26 June 2022 and is scheduled for review in June 2026.

## VERSION CONTROL TABLE

Version	Author	Date	Change Made
1.1	Toni Kirk	22 Feb 2023	updated title panel, added version and date to footer and added version control table
1.2	Toni Kirk	Jan 25	Updated first aid staff
1.3	Toni Kirk	July 2025	Updated to note where First Aid records are stored as per Child safe Audit recommendation