



# FRANKSTON HIGH SCHOOL

## FIRST AID POLICY

Approved December 2022

### POLICIES AND PROCEDURES

#### 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

#### Introduction

The school has procedures for supporting student health for students with identified health needs (Health Care Needs Policy) and will provide a basic first aid response as set out in the procedure below to ill or injured students due to unforeseen circumstances and requiring emergency assistance.

These procedures have been communicated to all staff and are available for reference from the school office.

#### First Aid Officers

Consistent with the DET's First Aid Policy and Procedures, the Principal will ensure that Frankston High School has sufficient staff with the appropriate levels of first aid training to meet the needs of the schools.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP) which includes the level of first aid training obtained and the date of expiry of the relevant qualifications. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan. The Emergency Management Plan and a register of all staff who are trained in first aid will include the staff members names, level of qualification and the date of expiry for their qualifications. The EMP and first aid register are displayed on noticeboards across the school.

#### First Aid Officer Duties

The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- Participating in the risk management process within the school as part of the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers
- Coordinating first aid duty rosters and maintaining first aid room and first aid kits
- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may

- occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury
- Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given
  - Providing input on first aid requirements for excursions and camps

The First Aid Officer/s will be available at the school during normal working hours and at other times when authorised DET programs are being conducted.

### **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 Frankston High Schools First Aid Room 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 on a school activity which requires first aid to be administered to a student:

- In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an emergency.
- 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.
- All incidents where students require an ambulance are reported to a Principal Class member.
- 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 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.
- 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.
- Whenever first aid treatment has been administered to a student, Frankston High will:
  - record the incident in Chronical on the Compass Management System
  - if first aid was administered in a medical emergency, 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.

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.

## First Aid Kits

Frankston High will maintain a minimum of the following first aid kits:

- A major first aid kit that is stored in the First Aid Office located in the main administration buildings
- 8 emergency response kits for events that involve a serious bleeding incident. These kits are located:
  - Administration building stored with the deliberator and emergency epiPen
  - Junior School Co-ordinators Office
  - Middle School Co-ordinators Office
  - Stadium Foyer
  - Junior School Canteen
  - Junior Resource Centre
  - Mezzanine
  - Performing Arts Theatre
- 8 portable first aid kits that are located in the First Aid Office
  - Portable first aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion
- 10 yard duty kits that are located in the administration building's Print Room
  - First aid kits are carried with staff when they are on yard duty during recess and lunchtimes
- 8 Sports Kits that are located in the Sports Office in the Stadium
  - First aid kits are stored and supplied to the events that are organised within the Sports Department.
- 3 Personal Protective kits in the First Aid Room each containing
  - Face Shield / Mask / Goggles / Gown / Rubbish Bags.

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 annual staff briefings/meetings.

## FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL)

Our school policies and documents:

- Medication Policy
- Asthma Policy
- Anaphylaxis Policy
- Health Care Needs Policy
- Head Injury & Suspected Concussion Policy
- Reporting and managing School Incidents Policy

## POLICY REVIEW AND APPROVAL

Policy Last Reviewed	December 2022
Approved By	Principal
Next Scheduled Review Date	December 2023