



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Trafalgar High School on (03) 5633 1733

PURPOSE

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

SCOPE

To outline the role of First aid in the School. First aid for anaphylaxis and asthma is provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

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

Trafalgar High School's will have two trained first aid officers to lead this area and they are identified in the staff handbook, posters around the school and in the Sick Bay room.

All staff identified as First Aid trained can be found in our Emergency Management Plan.

First aid kits

Trafalgar High School will maintain:

- A major first aid supply in the Sick Bay and Six static kits across the campus in areas identified as high need by the Principal.
- 12 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - Library

The first aid officers will be responsible for maintaining all first aid kits.



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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 to then be determined whether they are placed in the sickbay 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, Trafalgar High School will notify parents/carers by a phone call or compass notification.
- 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.
- An electric shock can be life threatening. Call an ambulance on triple zero (000) if someone has had an electric shock and:
 - lost consciousness, even for a second
 - they are breathing very fast or very slow
 - their heartbeat is very fast, or very slow, or irregular
- If you do not call an ambulance, you should still visit the nearest emergency department or see a doctor as soon as possible.
- Even if you cannot see a physical injury, an electric shock might cause internal damage. Even for a mild electric shock, you still need medical attention to assess whether it has affected the heart.
- 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 Trafalgar High School will:



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- All First Aid will be recorded on Compass on a Students chronicle.
- Serious injury or condition 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

Related local policies are:

- *Health Care Needs*
- *Administration of Medication*
- *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 and Compass School Documentation Portal.
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request


REVIEW CYCLE AND EVALUATION


Policy last reviewed	March 2024
Approved by	Principal
Next scheduled review date	March 2028



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**This policy was ratified at the School Council Meeting held at Trafalgar High School;
Date: 13/03/2024
Scheduled for review in: 4 years**

 Signed:
**School Council President
Holly Perriam**

 Signed:
**Principal
Brett Pedlow**