



First Aid Policy and Procedures



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school
box.hill.hs@education.vic.gov.au

PURPOSE

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

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

From time-to-time Box Hill 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 / FIRST AID OFFICERS

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

The names and details of our school's First Aid Officers, including their level of first aid and first aid expiry dates, are recorded in the First Aid Register (Excel Spreadsheet), which will be maintained by the First Aid Officer.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

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 First Aid room and monitored by the First Aid officer. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

Our school follows the Department's policy and guidance in relation to our First Aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

FIRST AID MANAGEMENT

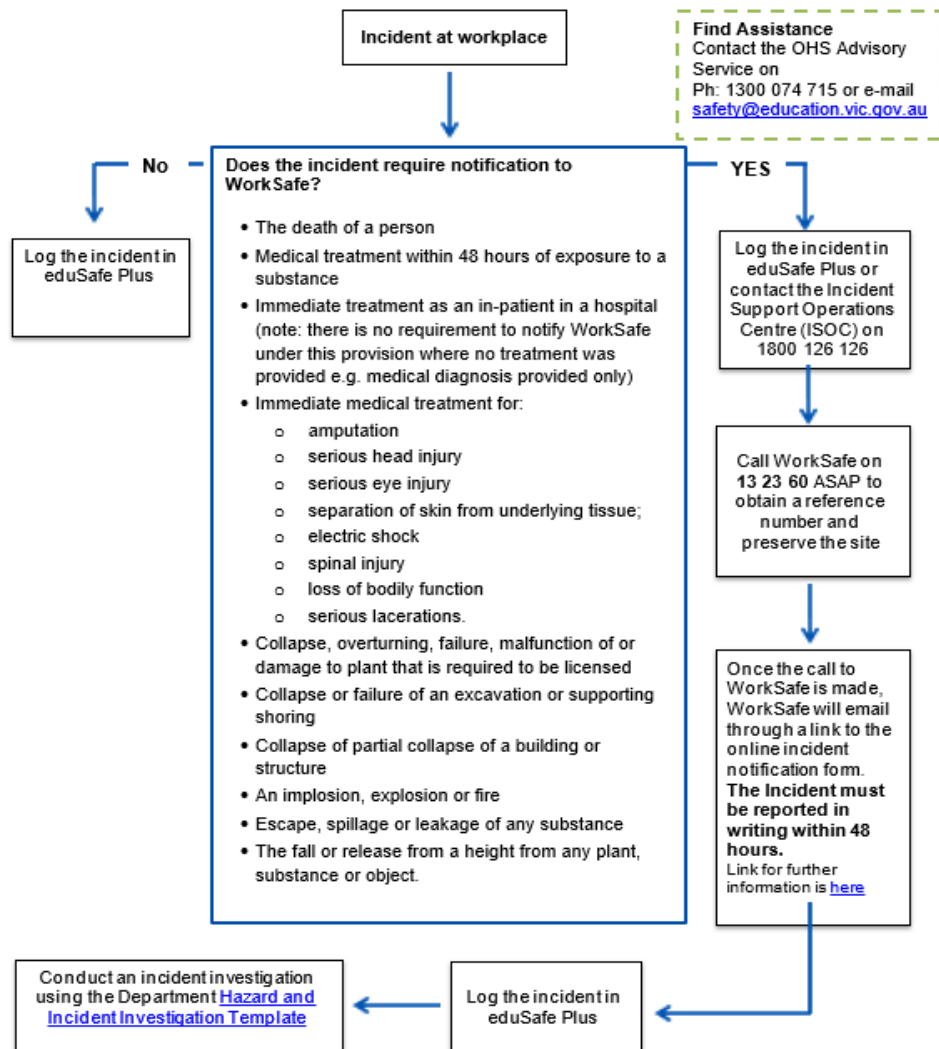
If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- 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, Box Hill High School will document the injury and/or condition on Compass Chronical.
- 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.
- A Record of First Aid Treatment will be kept in the Sick Bay and information recorded for all students treated in the Sick Bay.
- It is the policy of the school that all injuries to the head are reported to the First Aid Officer and that parents/emergency contacts are contacted regarding the injury.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Box Hill High School will record as follows:
 - Compass Chronicle
 - 'Cases21 Incident Notification Form'
 - Department's injury management system on CASES21
 - Phone call to Worksafe who will deem whether additional Worksafe report needs to be completed (if applicable).
 - Call Incident Support and Operations Centre (ISOC) on [1800 126 126](#) to report 'High' or 'Extreme' severity incidents for support (report for support) – as per Flowchart page 3.
 - Staff incidences to be recorded on Edu-Safe Plus only.
 - if care was provided in response to a medical emergency or reportable incident, 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 where required to under that policy.



In accordance with Department of Education and Training policy, 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. Box Hill High School will only administer paracetamol provided parental consent is received via the Compass portal. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

Notifiable Incident to WorkSafe Flowchart



Last Updated: 11 February 2022



COMMUNICATION

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

- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter

FIRST AID KIT / CONTENTS

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.

Box Hill High School will maintain:

- Three large First Aid Kits are stored in the First Aid room (General Office)
- Box Hill High School have 29x portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - First Aid room (General Office)

The First Aid Officer will be responsible for maintaining all First Aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#).

Consistent with the Department's First Aid Policy and Procedures, the school will maintain a First Aid Kit that includes the following items:

An up to date First Aid book. Examples include:

- First aid: Responding to Emergencies, Australian Red Cross
- Australian First Aid, St John Ambulance Australia (current edition)
- Staying Alive, St John Ambulance Australia, (current edition)

Wound cleaning equipment

- Gauze swabs: 100 of 7.5 cm x 7.5 cm divided into small individual packets of five
- Sterile saline ampoules: 12 x 15 ml and 12 x 30 ml
- Disposable towels for cleaning dirt from skin surrounding a wound

Wound dressing equipment

- Sterile, non-adhesive dressings, individually packed: eight 5 cm x 5 cm, four 7.5 cm x 7.5 cm, four 10 cm x 10 cm for larger wounds
- Combine pads: twelve 10 cm x 10 cm for bleeding wounds
- Non-allergenic plain adhesive strips, without antiseptic on the dressing, for smaller cuts and grazes
- Steri-strips for holding deep cuts together in preparation for stitching
- Non-allergenic paper type tape, width 2.5 cm–5 cm, for attaching dressings
- Conforming bandages for attaching dressings in the absence of tape or in the case of extremely sensitive skin
- Six sterile eye pads, individually packed



Bandages

- Four triangular bandages, for slings, pads for bleeding or attaching dressings, splints, etc
- Conforming bandages: two of 2.5 cm, two of 5 cm, six of 7.5 cm and two of 10 cm – these may be used to hold dressings in place or for support in the case of soft tissue injuries

Lotions and ointments

- Cuts and abrasions should be cleaned initially under running water followed by deeper and more serious wounds being cleaned with sterile saline prior to dressing. Antiseptics are not recommended
- Any sunscreen, with a sun protection factor of approximately 15+
- Single use sterile saline ampoules for the irrigation of eyes
- Creams and lotions, other than those in aqueous or gel form, are not recommended in the first aid treatment of wounds or burns
- Asthma equipment (which should be in all major portable kits, camping kits, sports kits, etc)
- Blue reliever puffer (e.g., Ventolin) that is in date
- Spacer device
- Alcohol wipes

Other equipment includes:

- Single use gloves – these are essential for all kits and should be available for teachers to carry with them, particularly while on yard duty
- Blood spill kits
- Vomit spill kits
- One medicine measure for use with prescribed medications
- Disposable cups
- One pair of scissors (medium size)
- Disposable splinter probes and a sharps container for waste
- Disposable tweezers
- One teaspoon
- Disposable hand towels
- Pen-like torch, to measure eye-pupil reaction
- Two gel packs, kept in the refrigerator, for sprains, strains and bruises or disposable ice packs for portable kits
- Adhesive sanitary pads, as a backup for personal supplies
- Flexible 'sam' splints for fractured limbs (in case of ambulance delay)
- Additional 7.5 m conforming bandages and safety pins to attach splints
- Blanket and sheet, including a thermal accident blanket for portable kits
- Germicidal soap for hand-cleaning only
- One box of paper tissues
- Paper towel for wiping up blood spills in conjunction with blood spill kit
- Single use plastic rubbish bags that can be sealed, for used swabs and a separate waste disposal bin suitable for taking biohazard waste (note: Biohazard waste should be burnt and there are several companies that will handle bulk biohazard waste)
- Emesis bags for vomit.



FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy: Administration of Medication Policy

- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

EMERGENCY TELEPHONE NUMBERS

Poisons Information Service: 13 11 26

Ambulance: 000

POLICY EVALUATION AND REVIEW

This policy will be reviewed **annually** or more often if necessary due to changes in regulations or circumstances.

Policy last reviewed:	August 2022
Approved by:	Principal
Approval Date:	24 August 2022
Next scheduled review Date:	August 2025

CERTIFICATION

This policy was adopted / ratified at the School Council meeting held at Box Hill High School, on 24 August 2022

Kaajal Fox
School Council President

Losh Pillay
Principal