



First Aid Policy

Table of Contents

Location.....	1
Language Opportunities.....	1
Purpose.....	2
Scope.....	2
Policy.....	2
Communication.....	3
Further Information and Resources.....	3
Policy Review and Approval.....	4

Location

All Coburg High School policies are located under the 'community tab' on Compass, sub-section 'School Documentation' and then 'Policies.

Language Opportunities



If you require this document to be translated into another language, please contact:
info@coburg.vic.edu.au

Se si richiede che questo documento sia tradotto in un'altra lingua, si prega di contattare:

info@coburg.vic.gov.au

Εάν ζητήσετε να μεταφραστεί αυτό το έγγραφο σε άλλη γλώσσα, επικοινωνήστε με την ηλεκτρονική διεύθυνση
info@coburg.vic.edu.au

यदि आपको इस दस्तावेज़ को किसी अन्य भाषा में अनुवादित करने की आवश्यकता है, तो कृपया संपर्क करें:

info@coburg.vic.edu.au

اگر شما نیاز دارید که این سند به زبان دیگری ترجمه شود ، لطفاً با این آدرس تماس بگیرید: info@coburg.vic.edu.au

หากคุณต้องการแปลเอกสารนี้เป็นภาษาอื่นกรุณาติดต่อ: info@coburg.vic.edu.au

إذا كنت تريد ترجمة هذا المستند إلى لغة أخرى ، فيرجى الاتصال بـ: info@coburg.vic.edu.au

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*
- 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 Coburg 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 Coburg 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 First Aid register and our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed annually.

First aid kits

Coburg High School will maintain:

- A major first aid kit which will be stored in the First Aid office
- Six portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the First Aid office.

Our school's 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](#).

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 Office and be 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.

Our school follows the Department's policy and guidance in relation to our first aid office 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, Coburg High School will notify parents/carers by phone call or email.
- 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 is administered to a student resulting from a student incident, injury or illness, Coburg High School will:
 - record the provision of first aid treatment on Compass Chronicle via a General Health Observation. In some instances, a hand written record on the incident will be recorded from the Register of Injury Book. If the incident is more severe, including, but not limited to dislocations, fractures, dental damage, serious head injuries etc, it is also recorded on Cases21, Edusafe and Worksafe.
 - 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. For further information refer to the Department’s Policy and Advisory Library: [Medication](#)

Communication

- This policy will be communicated to our school community via the school’s website and on Compass, under ‘School Documentation’.

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](#)

Policy Review and Approval

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