

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal, Stewart Milner.

CONTEXT

The Centre for Higher Education Studies (CHES) is a co-educational, specific purpose, senior secondary school where high-achieving and high-ability (HA) students can extend their learning. CHES offers face to face learning at a state-of-the-art facility in South Yarra and hosts a high-quality virtual platform to enable students to access programs at CHES regardless of where they are located.

Students engage with CHES programs in the following ways:

- direct enrolment of students into select VCE subjects onsite and virtually, including access to Student Enrichment Programs - providing mentoring, workshops, and seminars
- direct enrolment of Higher Education Studies (HES) delivered by partner Universities, including access to Student Enrichment Programs - providing mentoring, workshops, and seminars.

Students participating in CHES programs remain enrolled at their chosen secondary school (base school) and are supported to undertake a course at CHES as part of their VCE program. Working in close partnership with students' base schools, students will be enrolled in a CHES course for a fraction of their timetable (generally 20 per cent), with the remainder of their enrolment and timetable reflecting the subjects being completed at their base school.

CHES shares a joint responsibility with students' base schools to ensure students' social and emotional wellbeing, and also partners with Universities and base schools to ensure students' academic needs are met.

Individual student study arrangements are considered and agreed between the student, parent/carer, base school, and CHES upon enrolment and induction. To formalise individual student study arrangements CHES develop an Individualised Achievement Plan (IAP) which will include:

- study arrangements (CHES program and delivery mode - face to face, virtual, or combination)
- timetable requirements
- travel arrangements (if applicable)
- agreed communication methods between base-school and CHES (who, what, when and how)
- agreed communication methods between partner Universities and CHES (who, what, when and how)

- reasonable adjustments (if required)
- student health care needs including asthma management, administration of medication and individual anaphylaxis management.

All CHES policies are designed to reflect its unique operating environment (physical and virtual), its program offerings, its partnerships with Universities and shared responsibility with students' base schools to ensure students' social and emotional wellbeing and academic needs are met.

CHES has a network of foundation schools and allows the member schools to deliver their own VCE classes within the CHES facility where not fully utilised for CHES programs. This policy does not consider CHES foundation school arrangements.

PURPOSE

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

SCOPE

First aid for anaphylaxis and asthma is 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 CHES 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 CHES 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.

Visiting university staff are not required to be first aid trained. There are sufficient CHES staff with appropriate levels of first aid training to meet the first aid needs of students involved in Higher Education Studies (HES) programs that are taught by university staff on-site at CHES. When students are attending an excursion to a university campus, the supervising university staff are required to follow the first aid procedures set out by their institutions.

First aid kits

CHES will maintain:

- A major first aid kit which will be stored in the first aid room.
- Several portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:

- First aid room
- In the office (this is where yard duty first aid kits are stored)
- Science and design laboratories
- In the staff lounge.

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](#).

Care for ill students

Students who are unwell should not attend school or off-site CHES programs.

If a student becomes unwell during their time on-site at CHES, they may be directed to the 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.

It is important that any staff member or student who becomes unwell while at school with flu-like symptoms gets tested and returns home. CHES will undertake the following steps while a student awaits collection by a parent or carer:

- Staff and students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and students will be collected by a parent or carer as soon as possible. Urgent medical attention should be sought where indicated. It is not suitable for an unwell student to travel home unsupervised.
- Where staff or students are experiencing compatible symptoms with coronavirus (COVID-19), the important actions to follow include hand hygiene, physical distance and putting on a surgical face mask (both staff and student where appropriate). See the Department's [guidance for the use of Personal Protective Equipment in education](#).
- In the context of schools supporting students with complex health needs, if the care of an unwell child or young person is to be prolonged (for example, because it will take some hours for a parent to collect a child) and maintaining distance is not practical when providing supervision or direct care, the staff member should wear surgical face mask, gloves, gown and eye protection. See the Department's [guidance for the use of Personal Protective Equipment in education](#).
- Follow cleaning guidance according to the situation of the case. If a student spreads droplet (for example by sneezing, coughing or vomiting), clean surfaces immediately with disinfectant wipes while wearing gloves.
- CHES will also refer to the [DET Operations Guide](#) in relation to the latest COVID advice. Further information can also be sourced at the following link: [Health and Safety Advice for Schools in the context of Coronavirus \(COVID-19\)](#).

Management of an unwell student at off-site university excursions

Unwell students should not attend an excursion to a university campus. If a student feels unwell during an excursion to a university, the student's family will be contacted using the emergency contact details provided by CHES and/or seek medical assistance. Parents/carers, or an emergency contact person, will be asked to collect an unwell student and recommended to seek advice from a medical practitioner. When there is a medical emergency, university staff must immediately contact emergency medical services (call 000) and then notify CHES. CHES notifies the parents/carers and the DET Incident Support and Operations Centre (ISOC) on 1800 126 126 and makes an IRIS alert.

First aid incidents and treatment for CHES students while at universities must be reported to CHES in accordance with university agreements and then CHES staff will record onto eduSafe Plus.

First aid room

CHES 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](#).

The first aid room includes a space where ill students could rest comfortably and in privacy while being monitored by staff.

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, CHES will notify parents/carers by email 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.
- 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, CHES will:
 - record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
 - 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.
 - notify the student's parent or carer and their base school

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 in the following ways:

- available publicly on our school's website
- included in staff induction processes and staff training
- included in induction and training for staff from partner universities
- provided to staff at induction and included in staff handbook/manual
- provided to external providers
- provided to schools that are accessing CHES facilities, including the foundation network of schools
- discussed at staff meetings/briefings as required
- made available in hard copy from school administration upon request.

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 CHES 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
- Medication Administration Log
- Medication Authority Form

The following links are relevant in relation to the latest COVID advice:

- [DET Operations Guide](#)
- [Health and Safety Advice for Schools in the context of Coronavirus \(COVID-19\)](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Approved by	Principal, Stewart Milner
Next scheduled review date	February 2023 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years thereafter.