

MELBOURNE HIGH SCHOOL

- first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:

School Reception

The Sports Office

The School Nurse 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](#)

- If first aid is administered for a minor injury or condition, Melbourne High School will notify parents/carers by logging the incident on Compass and phoning the parent/caregiver of the student.
- 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 the Nurse or 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.
- Documenting a first aid: The School Nurse enters each presentation to The Health Centre in the [First Aid Incident Report](#) which includes the documenting of the time, medical condition/injury, any medication administered, assessment of the student, care provided. The First Aid Officers have a document titled [First Aid Incident Report](#) (see appendix) Once completed, it is handed over to the School Nurse.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Melbourne High School will:

record the provision of first aid treatment on Edusafe Plus

OHS Management System (OHSMS) Overview: 5 EduSafe Plus |
education.vic.gov.au (staff log in to the Department website using their
 education email address and their password.) The report is logged as an

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