



# FIRST AID POLICY

## 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*

## POLICY

From time to time Yarra Ranges Special Developmental 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 Yarra Ranges Special Developmental School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

School Nurse/s oversee the provision of first aid in the school. They undertake a coordinating role maintaining standard medical service provision. The school also allocates trained staff members as First Aid Officers. A list of trained First Aid Officers is maintained and displayed in appropriate areas throughout the school.

Yarra Ranges Special Developmental School nurses are:

- Danielle Leu (Nurse)
- Elaine Feyen (Nurse)

### First aid kits

Yarra Ranges Special Developmental School will maintain:

- A major first aid kit which will be stored in the First Aid Room

- A minimum of 8 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - Senior School
  - EEP Centre
  - School Buses
  - First Aid Room

The school's nurses will be responsible for maintaining all 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 Room or remain in their classroom 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.

### 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:

- The school nurses provide first aid or oversee the provision of first aid.
- 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, Yarra Ranges Special Developmental School will notify parents/carers by an advice slip which is filled out and sent home with the student indicating date and time of attendance in the Sick Bay, the treatment given and the person administering first aid. 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, face, neck or back be reported to the nurse in charge of First Aid and the parents/emergency contacts are contacted regarding the injury.
- 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 has been administered to a student Yarra Ranges Special Developmental School will:
  - 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 RESOURCE

Anaphylaxis Policy

Asthma Policy

Health care needs Policy

Administration of medication Policy

## REVIEW CYCLE

This policy was last updated on 26<sup>th</sup> April 2018 and is scheduled for review in April 2020.