



FIRST AID POLICY

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy Policy*

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

Vermont South Special School's trained first aid officers are:

Due 30/5/19	<u>Due 26/4/2020</u>	<u>Due 26/4/2021</u>
Terry Morrison Story	Kate Dooley	Rae Key
Jane Pemberton	Jane Henderson	Voula Serpell
Mandy Gange	Sarah Moloney	Chris Ross
Carmel Beissmann	Fahimeh Tajik	Claire Rafferty
Martyn Philpott	Denise Townsend	Amanda Brown
Kaye Cray	Clare Collopy	Robyn Reid
Lauren Rouse	Alan Barr	Celestina Del Medico
Sue Murphy	Cathy McDonald	Gerri Hooi
Jo Esler	Rachel Guerin	Michelle Fleming
Athena Filippidis	Mark Jemison	Marie Kosmas
Dilukshi Karu	Ashlea Waterworth	Susanne Audsley
Jan Greig	Helen Ring	Karina Bruce
Elizabeth Spurling		Cameron Jones
Eliza Z		Angie Burton
Mark Von Kelaita		
Vicki Hoskins		

First aid kits

Vermont South Special School will maintain:

- A major first aid kit which will be stored in case of evacuation
- 7 portable first aid kits which may be used for excursions, camps, or yard duty.
- The portable first aid kits will be stored:
 - Health Centre
 - 3 school buses
 - Gym

The School Nurse 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 Health Centre in the Administration building 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.

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, Vermont South Special School will notify parents/carers by note, phone call or sticker depending on the injury, age of child, cause of injury, or where the injury is located.
- 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 Vermont South Special School will:
 - record the incident on the daily attendance record
 - serious incidents are recorded 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.
- Analgesics, including paracetamol and aspirin, will not be administered at school unless parental consent has been obtained, either in verbally or written.

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 RESOURCES

Health Care needs Policy

Administration of Medication Policy

Anaphylaxis Policy

Asthma Policy

REVIEW CYCLE

This policy was last updated in October 2018 and is scheduled for review in October 2022.