



South Gippsland Specialist School

FIRST AID POLICY

Purpose:

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

Scope:

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

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Epilepsy Policy*

Policy:

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

South Gippsland Specialist School trained first aid officers are:

- All staff are trained as First Aid Officers.

First aid kits

South Gippsland Specialist School will maintain:

- A major first aid kit which will be located in the First Aid Room.
- Each classroom has a portable first aid bag (red) which may be used for excursions, camps, or yard duty.
- The First Aid Co-ordinator (Lois Roberts) will be responsible for maintaining all first aid kits.
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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 one of the quiet spaces in each area and monitored by staff whilst waiting for parents to collect their child. The teacher of the child is responsible for contacting the child's parents.

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, South Gippsland Specialist School will notify parents/carers by the communication diary.
- 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 South Gippsland Specialist School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency that required hospitalisation or ambulance support, 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.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last updated on October 2019 and is scheduled for review in 2021.