



Hamlyn Views School

First Aid Policy

1. PURPOSE

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

2. SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

First aid for other conditions will be provided on a needs basis e.g. Epilepsy, Allergies.

3. POLICY

From time to time Hamlyn Views School (HVS) 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 the school has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Refer to **First Aid Summary Sheet** posted in the First Aid Room, on the Occupational Health and Safety noticeboard and located next to all First Aid Kits.

To support the first aid needs of the school community HVS also employs a school nurse.

First aid kits

Our school will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- At least 2 portable first aid kits which may be used for excursions, camps or yard duty. The portable first aid kits may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In each of the classrooms in the locked first aid cupboard in building K
- The school nurse will be responsible for maintaining all first aid kits and supplies, including ice packs and sunscreen. Some first aid items are supplied by SPOTLESS as per agreement.

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 and monitored by the school nurse or First Aid 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 nurse or staff member who has 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.
- All students with a documented Asthma or Anaphylaxis Management Plan will have access to Ventolin and spacer, or epipen at all times.
- If first aid is administered for a minor injury or condition HVS will notify parents/carers by a First Aid Notepad Record indicating the nature of the injury any treatment given, and the name of the staff member providing the first aid. For more serious injuries or illnesses, staff will contact the parents/carers so that professional treatment may be organised. Any injuries to a student's head, face, neck or back must be reported to parents/carers by phone.
- 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.
- Protective disposable gloves and gowns will be available for use by staff.
- Any student with injuries involving blood must have the wound covered at all times. See DET's Safe Work Procedure – Cleaning and Handling of Blood and Body Fluids.
- 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 HVS will:
 - Record the incident on the HVS First Aid Notepad or Compass (minor) or CASES21 Form (major).
 - If first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on **Ph: 03 9859 6266**.
- At least one third of staff members to be trained annually to a Level 2 First Aid Certificate, with all staff trained over a three-year period.
- All staff will undertake a CPR training update annually.

- At the start of each year, requests for updated student health support information will be sent home, including requests for any Asthma, Diabetes, Epilepsy and Anaphylaxis Management Plans, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

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.

4. FURTHER INFORMATION AND RESOURCES

- DET First Aid
<http://www.education.vic.gov.au/school/teachers/management/Pages/firstaid.aspx>
- DET First Aid and Infection Control
<http://www.education.vic.gov.au/school/teachers/management/Pages/firstaidohsms.aspx>
- HVS Anaphylaxis Policy
- HVS Asthma Policy
- HVS Administration of Medication Policy
- HVS Students with Significant Health Care Needs Policy
- HVS Duty of Care Policy

5. REVIEW CYCLE

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

This policy was reviewed and updated in September, 2019.

Date for next review: 2023