

Hamlyn Views School

First Aid Policy Includes arrangements for ill students



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact the school nurse (03) 52 155 700

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* and asthma in our *Asthma Policy*

This policy should be read in conjunction with the Administration of Medication, Anaphylaxis and Asthma policies.

From time-to-time Hamlyn Views 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 Hamlyn Views School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's key trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. A register of all staff trained in first aid is also maintained on the school's google drive.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kits

Hamlyn Views School will maintain:

- A major first aid kit which will be stored in the First Aid room.
- 2 portable first aid kits which may be used for excursions or camps. The portable first aid kits will be stored:
 - First Aid room
 - Admin secure store room
- 3 first aid kits are available for yard duty. These portable first aid kits will be stored:
 - Staff works rooms in Dirnap (Building K) and Porgil (Building L)
- Individual student medical kits will be kept in classroom first aid cupboard and taken by a staff member on yard duty, excursions and camps.
- 24 Classroom and specialist classes first aid kits will be stored in classrooms marked first aid cupboard.

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](#).

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 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 room

Our school follows the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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 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.
- In a medical emergency (code blue) specially trained staff have been co-ordinated to perform basic life sustaining measures until emergency medical ambulance service can attend onsite. Registered clinical nurse specialist **only** when onsite is also able to perform advanced life sustaining support to students and staff. Registered clinical nurse specialist **only** may also be directed by emergency

medical practitioners via phone authority to perform certain medical procedures **only when necessary to sustain life**.

- 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, Hamlyn Views School will notify parents/carers by sending a first aid form home to parents/carers, email or phone call.
- 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 is administered to a student Hamlyn Views School will:
 - record the incident on *Compass / First Aid room form*.
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the First Aid room form and/or the *CASES 21 form* is used.
 - If first aid was administered in a medical emergency, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook
- Discussed at staff briefings/meetings as required
- Included in enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Anaphylaxis](#)
- [Asthma](#)
- [Blood Spills and Open Wounds](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	28 th February, 2024
Approved by	Principal
Next scheduled review date	February, 2028