Sydney Road Community School

First Aid Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Sydney Road Community School on 03 9380 9417 or sydney.road.com@education.vic.gov.au.

Purpose

To ensure the school community understands our school's approach to student first aid. At any one time, a student can have a health condition or care need that could impact their attendance and participation in school. This can require short—or long-term first aid planning, supervision for safety, routine health and personal care support, and occasionally complex medical care needs. Sydney Road Community School (SRCS) has a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.

This policy has been developed to proactively assist and support students' health in the school environment.

Scope

First aid for anaphylaxis and asthma are provided for in our school's Anaphylaxis Policy and Asthma policy - 2024

Policy

This policy should be read in conjunction with Administration of Medication policy. From time to time Sydney Road Community School staff might need to administer first aid to students at school or school activities. Parents/carers and kin should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing:

The Principal will ensure that SRCS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First Aid Kits

SRCS will maintain:

- A major first aid kit which will be stored in the first aid cupboard in the principal's office.

- 5 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the first aid cupboard in the principal's office.

The first aid officer 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 main hall, principal's office or the foyer and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers and kin 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/kin 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, will notify parents/carers/kin via text 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/kin or emergency contacts as soon as is 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/kin, 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 will:

- Record the incident on eduSafe Plus.
- 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 eduSafe Plus *Sick Bay* 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 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 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
- Discussed at staff briefings/meetings as required
- 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
- First aid for Students and Staff
- Health Care Needs
- Infectious Diseases
- Blood Spills and Open Wounds
- OHS Management System (OHSMS) Employee Health, Safety and Wellbeing
- Medication
- Syringe Disposals and Injuries·

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

- Health care needs policy
- Duty of care and supervision policy

REVIEW CYCLE

Policy last reviewed	February 2024
Approved by	Irene Savakis, Co-Principal
Next scheduled review date	February 2028 (3-4 years)