

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Hume Valley School.

Ph: 9309 3477

**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*
- *Asthma Policy*

**POLICY**

From time to time Hume Valley School – Koroit Street Campus 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 Hume Valley School – Koroit Street Campus has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Hume Valley School – Koroit Street Campus 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.

**First Aid Kits**

Hume Valley School – Koroit Street Campus will maintain:

- A major first aid kit which will be stored at the Administration Office.
- First aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
  - Administration Office

- School vehicle

Gale Cunningham (First Aid Officer) 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 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 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, Hume Valley School will notify parents/carers by note home to parents.
- 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 Hume Valley School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department’s Incident Support Operations Centre on 1800 126 126.

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.

### **COMMUNICATION**

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

- Available publicly on our school's website
- Hard copy available from school administration upon request

#### **FURTHER INFORMATION AND RESOURCES**

- *Health Care Needs*
- *Administration of Medication*
- *Anaphylaxis*
- *Asthma*

#### **REVIEW CYCLE**

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

<b>Policy last reviewed</b>	March 2020
<b>Consultation</b>	March 2020 Student Wellbeing Team, SSL, School Council
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	March 2023