YARRAVILLE
Special Developmental School

FIRST AID POLICY

Help for non-English speakers
If you need help to understand the information in this policy, please contact the School Principal on 93144919

PURPOSE:

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time, Yarraville Special Developmental school staff might need to administer first aid to students at school or during 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 Yarraville Special Developmental 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 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

Yaraville Special School will maintain:

- A major first aid kit which will be stored in the first aid cupboard in the main office and 1 in the staffroom.
- We have 2 Back Pack first aid kits which may be used for community integration and/or camps.

- 20 bum bag style kits which are located in every classroom and with specialists/ allied health staff and admin team to use on yard duty or where required.

The 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 will remain in their classroom and be 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, 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, Yarraville Special Developmental School will notify parents/carers by phone call.
- If first aid is administered for a serious injury or condition, or in an emergency, 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 Yarraville Special Developmental School will:
    - record the incident on Edusafe plus
    - 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.

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 [Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES:

- Anaphylaxis Policy: https://yarravillesds.vic.edu.au/wp content/uploads/2021/08/Anaphylaxis-Policy.pdf
- Asthma Policy: https://yarravillesds.vic.edu.au/wp-content/uploads/2021/08/Asthma-Policy.pdf

REVIEW CYCLE:

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

Policy last reviewed	February 2025
Approved by	Principal
Next scheduled review date	February 2028