



FIRST AID POLICY

Diamond Valley Special Developmental School

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*

POLICY

From time to time Diamond Valley Special Developmental 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 Diamond Valley Special Developmental School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Diamond Valley Special Developmental School staff are:

Trained annually in Basic Life Support

Trained every 2 years in anaphylaxis and epilepsy seizure management

Trained every 3 years in basic first aid and asthma management

First aid kits

Diamond Valley Special Developmental School will maintain:

- A major first aid kit stored in the first aid room.
- A first aid kit in each class section
- A first aid kit for the pool, main office, buses, horse riding and kitchen
- A first aid kit for the Whittlesea campus and each satellite classroom
- A first aid kit for excursions and other out of school activities



School Nurse

The school nurse will be responsible for:

- *managing all first aid needs
- *directing and co-ordinating any medical emergencies
- *liaising with staff and parents regarding any health concerns for students
- *ensuring privacy and confidentiality of health issues
- *ensuring that all emergency contacts, health action plans, medication authority plans and student health plans are current
- * maintaining all first aid kits
- * maintaining the first aid room
- *reviewing medication at school and ensuring that medication is stored, supplied, documented and administered correctly
- *providing health promotion and education when required

Care for ill students

Students who are unwell should not attend school.

If a student falls unwell whilst at school, they will generally be cared for by the trained first aid staff in the classroom. This is generally the preferred option as for our students with an intellectual disability this is usually less confusing and distressing than moving elsewhere. Each classroom has a comfortable chair, bean bag or bed that can be used for this purpose.

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 or school nurse 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.
- If first aid is administered for a minor injury or condition, Diamond Valley Special Developmental School will notify parents/carers by phone call or by a note in the communication book.
- 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 Diamond Valley Special Developmental School will:
 - record the incident on CASES21 and Sentral
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

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.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This policy was last updated on Wednesday the 29th April 2020 and is scheduled for review in April 2023.