



# 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 and asthma is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma 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 course HLTAID001 – Provide CPR

Trained every two years Epilepsy: An introduction to understanding and managing epilepsy & Epilepsy: Administration of Emergency Medication – Theory/Practical (where applicable)

Trained every three years in courses HLTAID003 – Provide First Aid, 22556VIC – Management of Asthma risks and emergencies, 22300VIC – First Aid management of Anaphylaxis.

#### 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:

- \* reviewing and assessing students and staff first aid needs
- \* managing and ordering first aid supplies
- \* managing medical emergencies and liaising with paramedics or other health professionals
- \* liaising with staff and parents regarding 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 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.

## **Head injury and suspected concussion**

The Concussion Recognition Tool 5 will be used to assist with the identification of a suspected concussion following a head injury or knock to the head.

If any of the following signs (red flag signs) are observed or reported, an ambulance will be called for urgent medical assessment:

- Neck pain or tenderness



- Double vision
- Weakness or tingling/burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

If concussion is suspected (but not 'red flag'):

Staff will contact the parent/carer and ask for the student to be collected from school and advice a medical assessment.

If concussion is not suspected:

Staff will contact the parent/carer and inform of the injury and that the parent/carer may wish to collect the student from school.

### **Epilepsy and seizures**

For each student diagnosed with epilepsy, Diamond Valley Special Developmental School must have in place:

- Epilepsy Management Plan - signed by a doctor and provided by the student's parents/carers
- Emergency Medication Management Plan - (if required) signed by a doctor and provided by the student's parents/carers and the medication required.
- Student Health Care Plan – outlining the schools' role in supporting the student's health needs
- Medication Authority Form – for students who require regular (non-emergency) medication to be administered at school

Staff will follow the Epilepsy Management plan to provide a first aid response and post-seizure support when a student has had a seizure.

Diamond Valley Special Developmental School will call an ambulance immediately if:

- It is the student's first seizure
- If there is no epilepsy management plan
- A serious injury has occurred
- The seizure occurs in water

### **First aid management and documentation**

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. Delays in these circumstances could compromise safety.
- If first aid is administered for a minor injury (insignificant injury or ill health) or condition, Diamond Valley Special Developmental School will notify parents/carers by a phone call or by a first aid notification slip.
- 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 by phone 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 in Sentral – Sick Bay entries
  - record the incident on CASES21 – for minor to serious incidents
  - notify the Department's Incident Support and Operations Centre (ISOC) on 1800 126 126 and make an IRIS alert for medical emergencies and serious minor to severe injuries.

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
- DET: First aid for Students and Staff
- DET: Epilepsy and Seizures Policy

## REVIEW CYCLE

This policy was last updated on Tuesday the 10<sup>th</sup> November 2020 and is scheduled for review in April 2023.