



FIRST AID POLICY

Diamond Valley Special Developmental School



Help for non-English speakers

If you need help to understand the information in this policy please contact 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 are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

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 HLTAID009 Provide cardiopulmonary resuscitation

- Trained every two years in course Epilepsy: An Introduction to Understanding and Managing Epilepsy & Administration of Emergency Medication (where applicable) through Epilepsy Australia
- Trained every three years in courses HLTAID011 Provide First Aid, 225566VIC Course in Management of Asthma Risks and Emergencies in the Workplace and 22578VIC Course in the Management of Anaphylaxis through HERO
- Alternative courses include the ASCIA e-training Anaphylaxis course and Asthma First Aid for School through Asthma Australia

First aid kits

Diamond Valley Special Developmental School will maintain:

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

The school nurse is responsible for overseeing that all first aid kits are maintained, 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 school nurse for assessment. 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 room/sick bay area

Diamond Valley Special Developmental School follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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 the 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.

- 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, Diamond Valley Special Developmental School will notify parents/carers by a phone call or first aid notification form.
- 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 is administered to a student resulting from a student incident, injury or illness, Diamond Valley Special Developmental School will:
 - record the provision of first aid treatment on Sentral sick bay entries
 - if care was provided in response to a medical emergency or reportable incident, 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 Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

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.

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 signs):

Staff will contact parents/carers and ask for the student to be collected from school and advice to seek a medical assessment.

If concussion is not suspected:

Staff will contact parents/carers 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 or a seizure disorder, Diamond Valley Special Development School must have in place:

- A current and correctly completed Epilepsy Management Plan (EMP) that is signed by a medical practitioner and provided to the school by the student's parents/carers
- An Emergency Medication Management Plan (EMMP) if required for emergency medication in the event of a seizure. Current, correctly completed and signed by a medical practitioner
- Student Health Care Plan outlining the school's role in supporting the student's health needs

Staff will follow the Epilepsy Management Plan to provide a first aid response and post seizure support in the event of a seizure at school.

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
- If the seizure has occurred in water
- If emergency medication has been administered
- If staff are concerned

Parents/carers will be notified as soon as possible in the event of an emergency.

Students are required to have a current Epilepsy Management Plan to participate in the school swimming program.

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
- Discussed at parent information sessions
- 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:

- [First Aid for Students and Staff](#)

- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

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

- DVSDS Administration of Medication Policy
- DVSDS Anaphylaxis Policy
- DVSDS Asthma Policy
- DVSDS Duty of Care Policy
- DVSDS Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 19 th 2023
Approved by	Principal – Anthony Rosenthal
Next scheduled review date	December 2026