



## Diamond Valley SDS – First Aid Guidelines 2024

**All children have the right to feel safe and well, and know that they will be attended to with care in time of need.**

### FIRST AID

- **Students who are unwell should not attend school**
- Parents/carers will be contacted to collect their child from school if unwell
- Parents/carers will be contacted with a first aid notification and/or a phone call if their child is requiring any first aid at school
- The first aid room is located at DV main campus (Brentwick Dve), through reception, next door to Early Education room
- All classrooms have a shared first aid kit that are checked and restocked every term
- Other areas in the school also have a first aid kit ie; pool, horse riding
- Emergency asthma kits are located in the first aid room, office, horse riding, satellite classrooms and at the Whittlesea campus
- All students with known Anaphylaxis are required to have an adrenaline autoinjector (EpiPens) provided to the school by parents/carers
- General use adrenaline autoinjectors are stored at the office and in first aid kits at satellite classrooms and at the Whittlesea campus
- All Health Action plans must be updated annually and signed by a medical practitioner. These include Asthma Action Plans, Anaphylaxis and Allergic Reaction Action plans and Epilepsy Management Plans
- If emergency medication is prescribed in the event of a seizure, then an Emergency Medication Management Plan must also be provided along with the medication
- Parents/Carers are responsible for providing the school with a current copy of their child's health action plan annually
- All staff are trained in basic first aid, CPR, anaphylaxis, epilepsy and asthma management
- A 'White' Flag at DVSDS is a medical emergency. Staff can call this at any time there is concern for a student medically
- If any immediate danger, an ambulance will be called. Note; Staff do not need parent consent to call for an ambulance in an emergency, delays in these circumstances could compromise the student's safety

- For any head injury, the Concussion Recognition Tool 5 will be used to assess the severity. If there is 'red flag' symptoms an ambulance will be called
- If concussion is suspected but not red flag symptoms parents/carers will be contacted to collect the from school and will be advised to seek a medical assessment
- If concussion is not suspected, parents/carers will be contacted, informed of the injury and then the parent/carer may wish to collect the student from school
- If a student is injured or falls ill, they will be generally cared for in the classroom as this is less confusing and distressing for our students until they can be collected

## **MEDICATION**

- All medication given at school must have a signed medication authority form
- Medication must be in the original packaging clearly labelled with the student's name, dosage, time to be administered, route and within expiry date
- Parents/carers are encouraged to administer medication where possible outside of school hours
- No analgesic medication is stored or provided as a first aid response
- Paracetamol can be administered with written medical authority consent and supplied by the parent/carer for medical conditions only
- DVSDS will not store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy
- DVSDS will only supply emergency asthma reliever (ventolin) and adrenaline autoinjector (EpiPens)
- All medication given will be checked by 2 staff and documented in a medication log
- Medication will be stored in locked cupboards in the classrooms
- All medication and medication forms will be reviewed by the school nurse
- No student is allowed to take their first dose of a new medication at school in case of an allergic reaction

For students requiring medical care or assistance at school, a student health care plan will be prepared annually by the school nurse in consultation with teachers, therapists, parents/carers and health action plans, to best support the student's health care needs while at school.