



No. 5218

Sunbury & Macedon Ranges Specialist School

Sunbury Campus
Circular Drive, Sunbury
P.O. Box 304, Sunbury 3429
Phone: 9744 4879/9744 7734 Fax: 9740 8581

Bullengarook Senior Campus
705 Bacchus Marsh Rd., Bullengarook
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Website: www.smrss.vic.edu.au

FIRST AID POLICY

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 schools:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time to time Sunbury and Macedon Ranges Specialist 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 Sunbury and Macedon Ranges Specialist School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Sunbury and Macedon Ranges Specialist School's trained first aid officers are:

- All Education Support Staff are trained in first aid.

First aid kits

Sunbury and Macedon Ranges Specialist School will maintain:

- A major first aid kit which will be stored in first aid rooms..
- 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - Campus offices

Kerri McKnight 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 may be directed to the first aid room and 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 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, Sunbury and Macedon Ranges Specialist School will notify parents/carers by sending a Medical Incident form home to parents/carers or phoning parents/carers.
- 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 Sunbury and Macedon Ranges Specialist School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit 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.

REFERENCES

DET School Policy and Advisory Guide – First Aid Needs.
DET School Policy and Advisory Guide – Managing Open Wounds and Blood Spills.
DET School Policy and Advisory Guide – Medical Emergencies
DET School Policy and Advisory Guide – Major First Aid Kits.
SMRSS Anaphylaxis Policy 2020
SMRSS Asthma Policy 2019
SMRSS Student Illness Policy 2020
SMRSS Student Medication Policy 2022

EVALUATION

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

This Policy was last updated on 30th October 2019 and is scheduled for review in October 2023



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RECORD OF DETAILS WHEN EMERGENCY REQUIRES AN AMBULANCE Ambulance Requested:

Date..... Time.....

By :.....(Staff Name)

For: (Student/Staff)

Time of Incident / Accident:

Reason for Ambulance being Request (Symptoms)

.....
.....

Vital Signs: Pulse.....

Breathing

Bleeding Controlled

Action taken:

.....

Ambulance phoned:(time)

Time Ambulance arrived

Action taken by Ambulance Staff

.....

If student taken to hospital:

Name of staff member accompanying student in ambulance.....

Parents / Guardians phoned (Time)

In the Case of a staff member taken to hospital by ambulance:

Emergency Contact (from staff Confidential Information Sheet) phoned

..... (Time)

Signed: Date: