



No. 5218

Sunbury & Macedon Ranges Specialist School

Sunbury Campus
127-143 Circular Drive, Sunbury 3429
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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*

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 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:

- School nurses
- All Education Support Staff are trained in first aid.

First aid kits

Sunbury and Macedon Ranges Specialist School will maintain First Aid kits stored in the first aid room and school vehicles

The school nurse will be responsible for maintaining all first aid kits. 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 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 room/sick bay area

Our school follows the DOE'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 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 student first aid incidences via a 3rd party platform XUNO
 - Record staff first aid incidences via edusafe
- 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 DOE policy, analgesics including paracetamol and aspirin, will not be stored at school and provided as standard first aid treatments. This is because they can mask signs of serious illness or injury .

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
- 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:

- SMRSS Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL:

Created date	August 2023
Consultation	School council School website
Endorsed by	Principal: Joanne Nolan School Council President: Amanda Solarino
Endorsed on - August 2023	Next review date Four - year cycle August 2027



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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: