



**Burwood East Special Developmental School**

## **First Aid Policy**



**Help for non-English speakers**

**If you need help to understand the information in this policy, please contact school on 03 9803 4590.**

### **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 Burwood East 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.

If you do not understand any aspect of this policy, or you would like to talk about any concerns you have, please contact our school on 03 9803 4590 or [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au)

### **Staffing**

The principal will ensure that Burwood East Special Developmental School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

The First Aid Officers oversee the provision of first aid in the school. They undertake a coordinating role maintaining standard medical service provision. A list of trained First Aid Officers is maintained and displayed in appropriate areas throughout the school.

Burwood East Special Developmental School First Aid Officers are:

- Elizabeth Wong
- Janice Tan
- Naomi Wong

### **First aid kits**

The School First Aid Officers 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](#).

- A major first aid kit which will be stored in the Staffroom
- A minimum of 4 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - Secondary section
  - Primary section
  - School Buses

### **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 Assistant Principal's office or remain in their classroom and be 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:

- The school first aid officers provide first aid or oversee the provision of first aid.
- 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, Burwood East Special Developmental School will notify parents/carers by a First Aid advice slip which is filled out and sent home with the student indicating date and time of the first aid administered, the treatment given and the person administering first aid. A record of first aid treatment will be kept in the First Aid book.

- It is the policy of the school that all injuries to the head, face, neck or back be reported to the First Aid Officers in charge of First Aid and the parents/emergency contacts are contacted regarding the injury.
- 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 practicable.
- 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 Burwood East Special Developmental School will:
  - Incidents are recorded in the First Aid Book
  - Serious incidents will be recorded on CASES21
  - 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](#)

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website <https://www.besds.vic.edu.au/>
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter

## FURTHER INFORMATION AND RESOURCE

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

- Anaphylaxis Policy
- Asthma Policy
- Health care needs Policy
- Administration of medication Policy

- Duty of care policy
- <https://www.besds.vic.edu.au/>

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	October 2022
Approved by	Principal 24/10/2022
Next scheduled review date	October 2025