

FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Statewide Vision Resource Centre.

This Statewide Vision Resource Centre policy is available in braille hard copy and etext format from our administration upon request.

PURPOSE

To ensure the school community understands our centre's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our centre's:

- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- This policy does not include information on first aid requirements for COVID-19. Our centre follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

From time-to-time Statewide Vision Resource Centre staff might need to administer first aid to students at Support Skills and/or DOT Power Programs.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Assistant Principal will ensure that Statewide Vision Resource Centre has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of our community.

Statewide Vision Resource Centre trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.

This list is reviewed quarterly when EMP is being reviewed.

First aid kits

Statewide Vision Resource Centre will maintain:

- A major first aid kit which will be stored in Office 1.
- 2 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in Office 1 on the designated shelf.

Assistant Principal and/or Leading Teacher 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 Statewide Vision Resource Centre.

If a student becomes unwell during the day, they may be directed to the first aid room in Office 5 upon a member of staff informing the office or first aid room attendant 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.

Statewide Vision Resource Centre follows the Department's policy and guidance in relation to our first aid room (Office 5) 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 Statewide Vision Resource Centre or a learning 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, Statewide Vision Resource Centre will notify parents/carers by sending a note home to parents/carers.
 - If first aid is administered for a serious injury or condition, or in an emergency situation, Statewide Vision Resource Centre 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, 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, Statewide Vision Resource Centre will:
 - record the provision of care on eduSafe Plus. If the care is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, template form is used due to the higher level of information able to be entered.
 - 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 policy, analgesics, including paracetamol and aspirin, will not be stored at Statewide Vision Resource Centre, 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 community in the following ways:

- Available publicly on our Statewide Vision Resource Centre website
- Included in staff induction processes, staff training and staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from 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:

- [Administration of Medication Policy](#)
- [Anaphylaxis Policy](#)
- [Asthma Policy](#)
- [Duty of Care Policy](#)
- [Health Care Needs Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Approved by	Next scheduled review date
November 2022	Principal	November 2025