



# 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 school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Victorian College for the Deaf 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.

### Staffing

The principal will ensure that Victorian College for the Deaf staff has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Staff have access to yearly training/refreshers in the following:

- HLTAID003 - Provide first aid
- HLTAID001 - Provide cardiopulmonary resuscitation
- VU21800 - Provide first aid management of anaphylaxis
- VU21801 - Develop risk minimisation and risk management strategies for anaphylaxis
- VU22927 - Manage asthma risks and emergencies in the workplace

Victorian College for the Deaf's register of staff trained in first aid is located in the school's Emergency Management Plan (EMP). This information is reviewed annually as part of the EMP update.

### First aid kits

Victorian College for the Deaf staff will maintain the following first aid equipment:

#### First Aid Room

2 x large black first aid kit including EpiPen and Asthma puffer/kit (used for camps)

3 x small travel first aid kits including Asthma puffer/kit (used for excursions)

1 x cupboard with first aid equipment including Asthma puffer/kit

1 x automated external defibrillator AED

Students' individual kits including Asthma puffer and/or EpiPen

#### **Tradeblock Cafe**

1 x first aid kit including Asthma puffer/kit

#### **Hospitality Kitchen**

1 x small first aid kit

#### **Teachers Office – Quad**

1 x small first aid kit

#### **Teachers Office – P03**

1 x small first aid kit

The First Aid Officer 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, Victorian College for the Deaf staff will notify parents/carers via Compass.
- 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 Victorian College for the Deaf staff 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 03 9859 6266.

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.

## FURTHER INFORMATION AND RESOURCES

- Health Care Needs Policy
- Anaphylaxis Policy
- Asthma Policy

## COMMUNICATION

This policy will be communicated to the school community via:

- School website
- Staff induction and handbook

## REVIEW CYCLE

This policy was last updated on 14<sup>th</sup> October 2021 and is scheduled for review in **October 2024**.

This policy does not require school council approval. It was endorsed by the School Improvement Team (SIT) and the Principal on: 14<sup>th</sup> October 2021

