



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*

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 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.

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

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

First aid kits

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

First Aid Room

2 x large 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 and EpiPen

Hospitality Kitchen

1 x small first aid kit

Urban Block portable classroom

1 x first aid kit including Asthma puffer/kit and EpiPen

Teachers Office – Quad

1 x first aid kit including Asthma puffer/kit and EpiPen

Teachers Office – P03

1 x small first aid kit

The School Nurse/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.

If school staff determine that a student is too unwell to travel home on the taxi service they must be collected by parents/carers or an emergency contact person.

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) or Poisons Hotline in an emergency. These services provides immediate, expert health advice and are 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 provision of first aid treatment on Compass with parents able to view the event.
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form.
 - 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 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

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:

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

COMMUNICATION

This policy will be communicated to the school community via:

- School website
- Staff induction and handbook

REVIEW CYCLE

Policy last reviewed	October 2024
Approved by	Principal and School Improvement Team (SIT)
Next scheduled review date	October 2027

