



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

PURPOSE

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

SCOPE

First aid for anaphylaxis and asthma is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

POLICY

From time-to-time Ascot Vale Heights 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.

Staffing

The Principal will ensure that Ascot Vale Heights 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.

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan.

First aid kit

Ascot Vale Heights School will maintain:

- A major first aid kit which will be stored in the First aid Room
- 1 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - School Operations Manager's office

Tare Emerson-Jones 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 sick bay 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, Ascot Vale Heights School will notify parents/carers by sending a note home to parents/carers, email, phone call.
- 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 Ascot Vale Heights School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, 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.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be administered at school or provided as a standard first aid treatments unless a parent/carer has been contacted. This is because they can mask signs of serious illness or injury.

Please see appendix (i) for 'Managing illness in schools and early childhood' for COVID 19.

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
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Reminders in our school newsletter

FURTHER INFORMATION AND RESOURCES

- Health Care Needs
- Administration of Medication
- Anaphylaxis
- Asthma

POLICY REVIEW AND APPROVAL

Policy last reviewed	13/08/2021
Approved by	Principal
Next scheduled review date	August 2024

One of the most important things we can do to slow the spread of coronavirus (COVID-19) in our community is to stay at home when we are unwell, even when we have the mildest of symptoms.

What you need to know

1. If a child is unwell, even with the mildest of symptoms, they must stay at home

If a child becomes unwell during the day, they must be collected from school/early childhood education and care (ECEC) as soon as possible.

2. If a child has any of the symptoms of coronavirus (COVID-19) outlined below, however mild, they should get tested and they must remain at home until they receive their results:

- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- loss of sense of smell or taste.

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered symptoms.

For further advice:

- call the 24-hour coronavirus (COVID-19) hotline 1800 675 398
- call a general practitioner
- use the Department of Health and Human Services (DHHS) [online self-assessment tool](#).

Visit: [Where to get tested](#).

3. A child must stay at home until they are symptom free, even if their coronavirus (COVID-19) test is negative

If a person has tested positive for coronavirus (COVID-19) or been identified as a close contact they must isolate/quarantine until they receive clearance from DHHS.

Children with persistent symptoms due to underlying conditions such as hay fever or asthma

whose symptoms are clearly typical of their condition can continue to attend ECEC/school.

They should be tested for COVID-19 if they develop symptoms that are different to or worse than their usual symptoms. They should consider getting a medical certificate from their GP to attend ECEC/school if they have persistent symptoms that may overlap with symptoms of COVID-19 such as cough or runny nose.

Younger children (pre-school up to Grade 2) may have prolonged post viral symptoms such as a runny nose or cough and may return to school/ECEC following a negative COVID-19 test even if they are not completely free of symptoms. They will need a medical certificate from their GP to confirm they are otherwise well or have recovered from their acute illness.

For information on the minimum periods students and children need to stay at home for other conditions, refer to the [DHHS school exclusion table](#).

4. Children do NOT need a medical certificate before returning to school/ECEC

Once symptoms have cleared, there is no requirement from the Department of Education and Training or DHHS for children/students to have a medical certificate before they return to school/ECEC.

Thank you for your support in following these steps, together we can all stay safe.