



Horsham Special School is a child safe school

Principal: Matthew Copping
17 High Street North
[P.O. Box 884] Horsham 3402
ABN: 32 550 600 423

Phone: 03 53 811 475
Fax: 03 53 826 318
horsham.ss@edumail.vic.gov.au

Horsham Special School – 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 Horsham Special 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 Horsham Special School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Horsham Special School's trained first aid officers are:

- Mandy Woolman
- Gary Lean

First aid kits

Horsham Special School will maintain:

- A major first aid kit which will be stored in the sick bay.
- 12 portable first aid kit/s which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - In each classroom
 - On every school vehicle

Mandy Woolman 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, Horsham Special School will notify parents/carers by phone call or parent notification note (appendix 1).
- 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 Horsham Special School 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

Administration of Medication, Anaphylaxis, Asthma Policies

REVIEW CYCLE

This policy was last updated on October 2019 and is scheduled for review in October 2021.



Illness / Injury Parent Notification

Students Name:

Date: Time:

Teacher on duty:

Area (e.g. Playground, classroom, bus etc):

Dear Parent,

Today your child received First Aid attention for the following:

<input type="checkbox"/> was stung or bitten	<input type="checkbox"/> had a nose bleed
<input type="checkbox"/> vomited	<input type="checkbox"/> complained of toothache
<input type="checkbox"/> complained of abdominal pains	<input type="checkbox"/> complained of headache
<input type="checkbox"/> complained of ear ache	<input type="checkbox"/> complained of chest pains
<input type="checkbox"/> had a bed cold	<input type="checkbox"/> suffered from diarrhoea
<input type="checkbox"/> suffered respiratory distress – persistent cough	<input type="checkbox"/> received cuts / abrasions which caused distress
<input type="checkbox"/> had an asthma attack	<input type="checkbox"/> had a high temperature
<input type="checkbox"/> received a blow to/ knock on the head	<input type="checkbox"/> had a sore throat
<input type="checkbox"/> suffered a seizure	
<input type="checkbox"/> other	

Action Taken

<input type="checkbox"/> given First Aid at school (clarify):	
<input type="checkbox"/> allowed to rest and returned to class	<input type="checkbox"/> collected and taken home
<input type="checkbox"/> taken to Out Patients	<input type="checkbox"/> note written in student's diary
<input type="checkbox"/> parent/ guardian contacted by phone	<input type="checkbox"/> attempted to contact parents
<input type="checkbox"/> further comment	

Signed:

(Teacher on Duty)