

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 the school's respective Anaphylaxis and Asthma policies.

POLICY

From time to time Western Autistic 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 Western Autistic School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community. Trained first aid officers are as per APPENDIX A. This list is reviewed annually as part of the annual review of the school's Emergency Management Plan

A list of all First Aid Officers are located in staff rooms, the offices and in APPENDIX A.

First aid kits

Western Autistic School will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- Nine portable first aid kit which may be used for excursions, camps, or yard duty. The portable first aid kit will be stored:
 - All WAS School Buses – 3 in total
 - First Aid Cupboard Office - 6 in total

School Nurse and First Aid officer 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*.

.All kits are to be checked each term.

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 sick 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 room:

Our school follows the Department's policy and guidance in relation to our first aid room to ensure it is safe, hygienic and appropriately equipped. *Refer to First aid rooms and sick bays*.

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 the office to speak with the school nurse or First Aid officer for all first aid requirements.
- All first aid treatments administered must be recorded on *Sentral* sick bay entry. If the first aid treatment is required following a reportable incident, an *EduSafe Plus Incident form* must be completed.
- For minor injuries and/or conditions, communication with the parent/carer can occur via an entry in the student’s communication diary, a phone call and/or a copy of the *Sentral* sick bay entry being sent home.
- For all serious injuries and/or conditions, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practicable.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, the principal, or their delegate (Assistant Principal or School Nurse) will approve asking parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- 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.

Note : 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 treatment. 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*.

HEAD LICE:

Western Autistic School follows the Department's Head Lice policy with respect to the monitoring and checking of head lice.

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
- Reminders in our school newsletter
- Hard copy available from school 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](#)
- [Epilepsy and Seizure Management](#)
- [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](#),
- [Medication - Administration of Medication](#),
- [Anaphylaxis](#)
- [Asthma](#)
- [Duty of Care Policy](#)

POLICY REVIEW CYCLE AND EVALUATION APPROVAL;

| | |
|-----------------------------|-------------------|
| Policy Last Reviewed | February 2023 |
| Approved By | School Leadership |
| Next review date | February 2026 |

APPENDIX A

General

LOCATION ADDRESS: 1, Burnley Street, Laverton, 3028






NEAREST CROSS STREET: Hillman Street and Burnley Street, Laverton, 3028

LOCATION OF FIRST AID ROOM: Adjacent to front office





Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency.

First Aid Officers – Completed Provide First Aid (HLTAID011)

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|--|---|---|---|---|
|  |  |  |  |  |
| Name: Sam Hinds Assistant principal Work Location - office Extension - 2005 | Name :Jo Mcintyre (LT – transition) Extension - 7080 | Name: Glennis Williams (LT wellbeing) Extension 2004 | Name: Joanne Buttigieg School Nurse Work location - office Extension – 2090 | Name: Inoka Siva First Aid Officer Work Location- Office Extension :2009 |

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|---|---|---|--|---|
|  |  | | | |
| Name: Kylie Gubecka CRT Teacher | Name: Eliza Blackstock Red Pod- 2.1 Extension - 2028 | | | |
|  |  |  | | |
| Name: Lisa Faulks (LS) Blue pod – 2.6 Extension :2033 | Name: Clifford Tuffnell (LS) Red Pod -2.7 Extension -2034 | Name: Katharine Tutnjevic Red Pod -3.5 Extension - 2040 | | |
|  |  |  |  |  |
| Name: Maybelle Acosta (LS) Red Pod - 3.2 Extension - 2037 | Name: Andrea Webster (LS) Red Pod – 3.1 Extension- 2036 | Name: Alex Venn Red Pod – 3.4 Extension: 2055 | Name: Stephanie Thompson Red Pod – 3.11 Extension:7086 | Name: Heath McDonald Red Pod -3.7 Extension - 2042 |

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|  |  |  |  |
| Name: Sara Groves Green pod – 4.7 Extension - 2011 | Name: Jaime Bradley Green Pod - 4.4 Extension - 2060 | Name: Sophie gibbon (LS) Green Pod – 4.5 Extension - 2073 | Name: Nathan McDonald Green Pod – 4.5 Extension: 2073 |

Warden/Incident Controllers

| | | | |
|-------|----------------------------|----------------|----------------------|
| Name: | Adele Field – Principal | Work location: | White Hat – Ext 2003 |
| Name: | Sam Hinds- A/Principal | Work location: | Ext – 2005 |
| Name: | Sarah Turner – A/Principal | Work location: | Ext – 2004 |

| | | | |
|--------|--------------------------------|-----------------|---|
| Name : | Inoka Silva- First Aid Officer | Work Location: | Green Hat – Ext 2009 (1 st point) |
| Name | Sarah Testa -Business Manager | Work Location: | Yellow Hat (Administration) Ext -2014 |
| Name: | John Borg – Maintenance | Work Location : | Red Hat (Fire Officer/Maint:) |
| | Larry Rouse – Maintenance | | 0419 259 998 |

Evacuation Assembly Point (at least 200 metres away from work area)

St Martin De Porres School – Cnr Bellin and Pearce Streets, Laverton

| Nearest Medical Centre Total Care Medical Centre | Nearest Hospital Werribee Mercy Hospital |
|---|--|
| Telephone: 93692842 Address 42 Whittaker Ave, Laverton 3028 | Telephone: 03 8754 3000 Address: 6.30 – 8.30 pm – Monday to Friday 8 am – 8.30pm on Sat, Sun & Public Holidays please call this number for all general enquires regarding Werribee Mercy Hospital services & patient enquires. |

IN CASE OF EMERGENCY, CALL 000

NURSE ON CALL 1300 60 60 24

Incident Support Operations Centre (ISOC)

Available 24 hours a day, 7 days a week on **1800 126 126**