

FIRST AID POLICY



Help for non-English speakers

If you need help to understand this policy, please contact Tony Bellette at tony.bellette@education.vic.gov.au.

PURPOSE

To ensure the school community understands Blackwood Special Schools Outdoor Education Centre's (Blackwood) 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 Blackwood Special Schools Outdoor Education Centre 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 Campus Principal will ensure that Blackwood Special Schools Outdoor Education Centre 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.

BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE

1015 Greendale - Trentham Road,
Blackwood, Victoria 3458, Australia

Campus of Frankston Special Development School
Member of Residential Outdoor Schools Association (ROSA)

Post: Post Office, Blackwood, Victoria 3458, Australia

Phone: 03 5368 6768

Email: blackwood.specialschools.oec@education.vic.gov.au

Website: blackwoodssoec.vic.edu.au



This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan and if required, staff are supported through training options to update their qualifications and maintain their currency.

First aid kits

Blackwood Special Schools Outdoor Education Centre will maintain:

- A major first aid kit which will be stored in our 1st Aid Room/Sick Bay Area in our office
- There are also 1st Aid Kits located in:-
 - Our three accommodation sites
 - Environmental Centre
- Each Blackwood Program Staff Member who works directly with students has been issued their own portable backpack first aid kit which is to be carried during the implementation of all lessons at Blackwood Special Schools Outdoor Education Centre.
 - There are 6 personal portable 1st Aid Kits
- Each personal portable first aid kit is to be stored appropriately by individual staff.
 - It is recommended that each staff member stores their portable 1st Aid Kit within the vicinity of their desk

The Blackwood Learning Specialist 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](#).

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 sick bay or a bedroom within their School's allocated accommodation site and monitored by visiting staff from their home school who directly work with the students throughout each academic week. Depending on the nature of their symptoms, visiting staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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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:-
 - Blackwood Special Schools Outdoor Education Centre Staff may ...
 - support the needs of the patient which may include administering 1st Aid
 - access patient medical forms
 - follow patient management plans (if required)
 - document the process implemented
 - submit the documentation to the Blackwood Special Schools Outdoor Education Centre Campus Principal
 - Visiting Staff will follow their School's 1st Aid Policies which may include ...
 - supporting the needs of the patient which may include administering 1st Aid
 - access patient medical forms
 - follow patient management plans (if required)
 - notifying their Principal
 - notifying parents/carers - this may also be completed by their Principal
 - following a recommendation from the Blackwood Special Schools Outdoor Education Centre Campus Principal to report the incident on EduSafe Plus
 - document the incident in writing
 - submit the documentation to the Blackwood Special Schools Outdoor Education Centre Campus Principal
- If first aid is administered for a serious injury or condition, or in an emergency situation, visiting school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical. This process may also include the visiting Principal.
- Roles and responsibilities during a serious injury, condition, or in an emergency situation with all available staff onsite may look like this:-

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Blackwood Staff	Visiting Staff	Blackwood Campus Principal	Home School Principal
Supporting the needs of the patient			Contact Parents/Carers
If required, ring Triple Zero "000"			Maintain contact with visiting staff at Blackwood
Accessing Medical Forms			Contact Blackwood Campus Principal
Following Medical Management Plans			
Document incident, treatment, process and 1 st aid administered			
Follow Blackwood Campus Principal instructions		Contact the Department's Incident Support & Operations Centre	
	Contact Parents/Carers	Contact Blackwood Principal	
	Contact Home School Principal		
Travel to external medical treatment site or hospital if required			

- If staff (Blackwood or visiting) providing first aid determine that an emergency response is not required but that medical advice is needed, visiting 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 is administered to a student resulting from a student incident, injury or illness, Blackwood Special Schools Outdoor Education Centre will:
 - document as much detail in relation to the incident and the provision of first aid treatment administered
 - submit this documentation to the Blackwood Special Schools Outdoor Education Centre Campus Principal
 - Recommend that the visiting staff record the treatment on EduSafe Plus or through the visiting schools incident protocols
 - 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 Department of Education and Training policy, 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](#).

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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 meetings as required
- Made available in hard copy 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](#)
- [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:

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2024
Approved by	Principal
Next scheduled review date	July 2027

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