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If you need help understanding the information in this policy, please contact Port

P1 0 595.32 841.92 reW\* n/rw

Veronica Cameron 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.

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 upon a member of staff informing the office or first aid room attendant] 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.

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: First aid rooms and sick bays.

If there is a situation or incident which occurs at school or a school activity that 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, Port Phillip Specialist School will notify parents/carers by sending a note home to parents/carers.
- 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 is administered to a student resulting from a student incident, injury or illness, Port Phillip Specialist School will:

- record the provision of care on eduSafe Plus. If the care is provided following a recorded incident, the details are recorded through the eduSafe Plus Incident form. For all other presentations, form is used due to the higher level of information able to be entered.
- 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 the Department of Education and Training policy, 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

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

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 last reviewed	June 2023
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Approved by