

Springvale Park Special Developmental School



FIRST AID POLICY

Springvale Park Special Developmental School is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning.

At Springvale Park Special Developmental School (SPSDS), we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.

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:

- Anaphylaxis Policy
- Asthma Policy

From time to time Springvale Park Special Developmental 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.

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STAFFING

The principal will ensure that Springvale Park Special Developmental 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.

Springvale Park Special Developmental School have 80 staff trained in First Aid. Four staff have been specifically identified as our school's First Aid Officers. These staff are:

- Nicholas Drover Expiry Date: March 2024
- Sarah Lester Expiry Date: May 2025
- Leigh Richards Expiry Date: March 2024
- Anita D'Mello Expiry Date: March 2024

FIRST AID KITS

Springvale Park Special Developmental School will maintain:

- 7 large First Aid boxes: stored in the Sick Bay – these are used for excursions, camps and community access
- All classrooms and Specialist area have a small box First Aid kit
- All school buses (5) have a large First Aid box

First Aid YARD DUTY BUM BAGS

BAG	ROOM
1	EEPS Office
2	8
3	15
4	23
5	27/28
6	29/30

Jade Nou will be responsible for maintaining all First Aid kits.

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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 Room 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. Guidelines for returning to school following infectious conditions follow the Department of Health.

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. The teacher in charge will call.
- 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, Springvale Park Special Developmental School will notify parents/carers by phoning 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 has been administered to a student Springvale Park Special Developmental School will:
 - record the incident on CASES21
 - if first aid was administered in a medical emergency, report the incident to Department’s Incident Support and Operations Centre (ISOC) on 1800 126 126

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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.

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
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- 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](#)
- [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	July 2023
Approved by	Principal
Next scheduled review date	July 2026