



Northern School for Autism

"Learning for Life"

FIRST AID POLICY

PURPOSE

- To ensure the school community understands our school's approach to first aid for students.
- To ensure Northern School for Autism discharges its duty of care towards ill students.

SCOPE

The Principal and all staff members have an obligation to be familiar with the school's first aid procedures and observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

First aid for anaphylaxis [and asthma, diabetes and other specific medical conditions] is provided for in our school's:

- *Anaphylaxis Management Policy*
- *Asthma Management 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 Northern School for Autism 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.

Staff at Northern School for Autism will administer first aid and provide adequate treatment for ill students in a competent and timely manner. Staff will attempt to eradicate or at least minimise injuries to children whilst at school

Staffing

The principal will ensure that NSA has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

NSA's trained first aid officers are included in the Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. This list is reviewed at the start of the year and as part of the annual review of our Emergency Management Plan.

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The school will ensure that First Aid Officers have completed a recognised first aid training course that meets the requirements of Provide First Aid — HLTAID011 and Cardiopulmonary Resuscitation (CPR) — HLTAID009.

First Aid training (HLTAID011) must be completed every three years, while a refresher course in CPR (HLTAID009) must be completed annually

First aid kits

NSA will maintain:

- A major first aid kit which will be stored at the:
 - First Aid Room at Reservoir
 - Administration Office at Lalor
 - First Aid Room at Norris Bank Primary School.
 -

Every classroom at each campus has a portable first aid kit which may be used for excursions, camps, or yard duty.

Administration/OHS Nominee will be responsible for 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 will be 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.

- All injuries to children or ill children must be attended to, no matter how apparently minor.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will arrange a First Aider to manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the first aider on duty.
- The school will:
 - administer first aid to children when in need in a competent and timely manner
 - communicate children’s health problems to parents when considered necessary
 - provide supplies and facilities to cater for the administering of first aid
 - maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.
- If a student feels unwell, they will be sent to the sick bay where First Aid staff will:
 - assess a range of signs and symptoms
 - take action based on the signs and symptoms
 - treat minor injuries only

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- immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- contact parents/carers to request they take their children home where necessary.

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: [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 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, NSA will notify parents/carers either by the classroom teacher or First Aid Attendant calling parents/carers and/or writing in the student diary. 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, NSA will:

- Record the provision of first aid treatment manually on First Aid booklets and on Cases21
- 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.

A first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials including asthma kits will be provided.

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Any children with injuries involving blood must have the wound covered at all times and will be treated in accordance with the school's *Blood Spills/Bleeding Students Policy*.

No medication including headache tablets will be administered to children without the express written permission of parents or carers. A Medication Authority Form must be completed.

In accordance with 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

All accidents will be investigated. This may result in modifications to a work or play area.

Any child who is collected from school by parents/carers as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES21.

All school camps will have at least one Level 2 First Aid trained staff member at all times.

A comprehensive first aid kit will accompany all camps, along with a mobile phone.

All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school

All children, especially those with a documented Asthma Management Plan, will have access to Ventolin and a spacer at all times. Each child will have their own Asthma pump in a named bag in their classroom.

Administration is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.

General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.

COMMUNICATION

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

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- 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
- 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 school will access the following templates, checklists and forms:

[First Aid Risk Assessment Template \(Word\)](#) —used to assess the first aid requirements of the workplace

[The First Aid Summary Sheet \(Word\)](#) —must be completed and should include the details of the current First Aid Officer(s) and be displayed:

- in the First Aid Room or Sickbay
- in close proximity to First Aid Kits, and
- on the OHS Notice Board

[Medication Authority Form](#) (login required) — for all medication to be administered by the school

In addition to the above, please refer also to the school's *Medication (Administration of) Policy, Anaphylaxis Management Policy, Asthma Policy, Duty of Care Policy, Reporting & Managing School Incidents (Including Emergencies) Policy, Health Care Needs Policy, Blood Spills & Open Wounds Policy, Infectious Diseases and the Blood-Borne Viruses Policies.*

REVIEW CYCLE

Policy last reviewed	August 2024
Approved by	Principal
Next scheduled review date	August 2027 – noting that the recommended minimum review cycle for this policy is 3 to 4 years.

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