

First Aid Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the Campus Principal.

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 Oakwood School's:

- *Anaphylaxis Policy*
- *Asthma Policy*

Located on the school website: <http://www.oakwoodschool.vic.edu.au/>

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.

Context

Oakwood School is a multi-campus secondary school with a focus on supporting student re-engagement in school and transition to further education or work. As some campuses are co-located with community facilities, the arrangements outlined here in first aid policy are designed to ensure a comprehensive and robust approach to managing students' health care needs and first aid.

Policy

From time-to-time Oakwood 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 Oakwood School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Oakwood School's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. The list is reviewed annually as part of the annual review of our Emergency Management Plan.

First aid kits

All Oakwood School campuses are OHS compliant. Noble Park, Frankston and Caulfield are supplied with four major first aid kits and an additional mobile first aid kit for activities, camps and excursions. All other campuses have one main first aid kit and one mobile first aid kit for activities, camps and excursions. The location of these first aid kits at each campus are detailed below:

- Caulfield Park Campus – General office and sick bay for first aid kit and medicine.
- Noble Park Campus – Sick-bay for first aid kit and medicine.
- Chelsea Campus – Staff office for first aid kit and medicine.

- Frankston Campus – Reception office for first aid kit and medicine.
- Frankston Careers/Pathways Campus – Reception office for first aid kit and medicine.
- Pakenham Campus – Main classroom includes a locked cupboard for first aid kit and medicine.
- Rosebud Campus – Main classroom includes a locked cupboard for first aid kit and medicine.
- Hastings Campus – Main classroom includes a locked cupboard for first aid kit and medicine.
- Mornington Campus - Main classroom includes a locked cupboard for first aid kit and medicine.

The First Aid Officer for the campus as outlined in the Emergency Management Plan will be responsible for maintaining all first aid kits.

First Aid Room Arrangements

- Caulfield Park Campus - The First Aid room is located at the right of the front entrance, opposite the general office.
- Noble Park Campus - The First Aid room is located at the left of the front entrance, diagonally opposite the general office.
- Chelsea Campus - The First Aid room is located adjacent to the classroom toilets.
- Frankston Campus - The First Aid room is located adjacent to the disabled toilet.
- Frankston Careers/Pathways Campus - The First Aid room is located adjacent to the reception.
- Pakenham Campus – The First Aid room is located in the admin and consulting room area (consulting room 1-05) on the first floor and includes one fold-up bed. Staff take the first aid kit from the main classroom to the first aid room when required.
- Rosebud Campus – The First Aid room is located to the front right-hand side of the building, next to the toilets. This first aid room is a shared room as part of the agreement the school has with the Southern Peninsula hub. Staff take the first aid kit from the main classroom to the first aid room when required.
- Hastings Campus – The First Aid room is located next to the bathroom near the main hallway and includes one bed. Staff take the first aid kit from the main classroom to the first aid room when required.
- Mornington Campus – The First Aid room is located next to the campus entrance and reception and includes one bed. Staff take the first aid kit from the main classroom to the first aid room when required.

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 school's first aid room at each location 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/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay areas 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:

- First aid trained staff 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, Oakwood School will notify parents/carers by either a telephone call or a text message advising the parent/carer to contact the School (if the call is not answered).
- 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, the responding first aid staff member will:
 - record the incident on Compass
 - 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 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](#)

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
- Included in transition and enrolment meetings
- 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, and are available on our [website](#):

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

Policy review and approval

Policy last reviewed	20.03.2024
Approved by	Principal
Next scheduled review date	20.03.2027 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3-4 years.