

# **Frank Dando Sports Academy**

## **First Aid and Care for Students Policy**

### **Child Safety Statement**

Frank Dando Sports Academy (FDSA) takes a zero-tolerance approach to child abuse and is committed to ensuring that all students are safe, supported, and appropriately cared for while attending school activities.

FDSA is committed to complying with:

- Ministerial Order No. 1359 (2022)
- Victorian Child Safe Standards
- Occupational Health and Safety obligations
- Duty of Care obligations
- Department of Education First Aid requirements.

### **PURPOSE**

The purpose of this policy is to:

- ensure students receive appropriate and timely First Aid when required
- support students with medical conditions and ongoing health needs
- outline procedures for responding to illness, injury, and medical emergencies
- ensure effective communication between parents/carers, staff, and medical professionals
- maintain safe and effective First Aid systems across all school activities.

### **SCOPE**

This policy applies to:

- all students

- all staff
- casual relief teachers
- volunteers
- contractors
- camps, excursions, outdoor education activities, sporting events, and transport arrangements conducted by FDSA.

## **POLICY STATEMENT**

Frank Dando Sports Academy is committed to:

- providing competent and timely First Aid care
- supporting equitable access to education for students with medical needs
- maintaining appropriate First Aid facilities and equipment
- ensuring staff are appropriately trained
- implementing safe care procedures for ill or injured students.

## **FIRST AID RESPONSIBILITIES**

### **Principal**

The Principal is responsible for ensuring:

- adequate First Aid systems are implemented
- staff training requirements are met
- appropriate resources and facilities are available
- risk management procedures are maintained.

### **First Aid Coordinator**

The designated First Aid Coordinator is responsible for:

- maintaining First Aid supplies and equipment
- conducting annual First Aid risk assessments
- maintaining training records
- monitoring medication storage and expiry dates
- ensuring portable First Aid kits are prepared for camps and excursions
- coordinating communication regarding student medical needs.

### **Staff Responsibilities**

All staff are responsible for:

- responding appropriately to illness or injury
- following school First Aid procedures
- maintaining student supervision
- documenting incidents and treatment provided
- notifying parents/carers and leadership when required.

All staff have the authority to call emergency services (000) in urgent situations.

### **STAFF TRAINING**

FDSA will ensure:

- designated staff maintain current accredited First Aid qualifications
- relevant staff receive additional training for specific medical conditions where required, including:
  - anaphylaxis
  - asthma
  - diabetes
  - epilepsy

- asthma and anaphylaxis procedures are reviewed with staff at least twice annually
- First Aid procedures are discussed regularly through staff meetings and Occupational Health and Safety processes.

## **FIRST AID FACILITIES AND EQUIPMENT**

FDSA will maintain:

- designated First Aid areas
- appropriately stocked First Aid kits
- portable First Aid kits for camps and excursions
- infection control supplies including gloves and disposal equipment.

The First Aid Coordinator will ensure:

- supplies remain fully stocked
- equipment is in good condition
- medications remain within expiry dates.

## **ADMINISTRATION OF MEDICATION**

Medication will only be administered:

- in accordance with the school's Medication Policy
- with written parent/carer consent
- where required, with medical practitioner authorisation.

No medication, including paracetamol, will be administered without written parent/carer permission.

Medication supplied by parents/carers will be:

- clearly labelled

- securely stored
- refrigerated where required.

## **FIRST AID PROCEDURES**

When a student is injured or unwell:

- appropriate First Aid will be administered
- infection control procedures will be followed
- gloves must be worn where blood or bodily fluids are involved
- all incidents and treatment provided will be documented.

Students requiring rest or awaiting collection must:

- remain supervised at all times
- have their whereabouts communicated to relevant staff.

## **AMBULANCE AND EMERGENCY PROCEDURES**

In emergencies:

- staff may immediately call an ambulance (000)
- parents/carers and the school office must be notified as soon as practicable.

Where required, and in the absence of a parent/carer, a staff member may accompany a student to hospital until family members arrive.

## **COMMUNICATION AND DOCUMENTATION**

FDSA will:

- maintain current student medical information
- request updated medical information annually and upon enrolment
- maintain records of all First Aid treatment and medication administration

- document serious injuries, ambulance attendance, or hospital treatment.

Students collected early due to illness or injury must be signed out through school procedures.

## **STUDENTS WITH MEDICAL CONDITIONS**

Students with medical conditions may require:

- Individual Health Plans
- medication management procedures
- emergency response plans
- additional risk management strategies.

Parents/carers are responsible for providing:

- current medical information
- medication
- updated Action Plans where applicable.

## **ASTHMA AND ANAPHYLAXIS**

Students diagnosed with asthma or anaphylaxis must have:

- an up-to-date medical Action Plan
- required medication available at school.

FDSA will:

- securely store medication where appropriate
- maintain spare emergency asthma and anaphylaxis medication
- ensure staff are trained in emergency response procedures.

Students assessed as capable of self-managing medication may carry their own medication in accordance with their medical plan.

## **CARE OF STUDENTS WHO ARE ILL**

Students who become ill at school will:

- be supervised appropriately
- receive care and monitoring
- have parents/carers contacted where collection is required.

Parents/carers are responsible for arranging prompt collection of unwell students.

## **CAMPS, EXCURSIONS AND OUTDOOR EDUCATION**

FDSA places strong emphasis on camps, outdoor education, combat sports, fitness activities, and experiential learning programs.

For all camps and excursions:

- a risk assessment must be completed
- student medical needs must be considered
- portable First Aid kits must accompany students
- emergency medical information must be accessible
- medication requirements must be planned in advance.

The staff member responsible for the activity must:

- inspect First Aid supplies
- replenish used items
- liaise with parents/carers regarding medical needs
- ensure risk minimisation strategies are implemented.

All students attending camps or excursions must have:

- current medical information provided by parents/carers
- emergency contact details

- consent for emergency medical treatment if required.

## **EXTERNAL PROVIDERS AND VET/VCE VM PROGRAMS**

Where students attend external education, training, or workplace programs:

- relevant medical information will be communicated where appropriate
- students will participate in provider safety inductions
- external providers will assume duty of care responsibilities while students are on their premises.

## **INFECTION CONTROL**

FDSA will implement appropriate infection prevention and control measures, including:

- use of gloves
- safe disposal of contaminated materials
- cleaning and disinfecting affected areas
- management of blood spills and bodily fluids in accordance with health and safety requirements.

## **RELATED POLICIES**

This policy should be read alongside:

- Medication Administration Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Duty of Care Policy
- Camps and Excursions Policy

- Child Safety and Wellbeing Policy
- Infection Prevention and Control Procedures
- Occupational Health and Safety Policy.

## **REVIEW AND EVALUATION**

This policy will be reviewed annually or earlier if:

- legislative requirements change
- an incident identifies procedural improvements
- Department guidance is updated.

The Principal and First Aid Coordinator will oversee ongoing monitoring and evaluation of First Aid systems and procedures.

**Created:** June 2026

**Approved By:** School Board – Frank Dando Sports Academy

**Next Review Date:** June 2027