



Somers School Camp



First Aid Policy

PURPOSE

To ensure the visiting school community understands the Somers School Camp – Somers Campus (Somers) approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma 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 Somers staff might need to administer first aid to students during the course of their residential stay.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Somers Campus Principal will ensure that Somers Campus 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

Somers campus has a first aider, or nurse on site during from 7pm through to 3pm the following day when students are on site. Somers campus staff are responsible for any First aid between 3 pm- 7pm daily.

It is the responsibility of the visiting school to ensure they have appropriately trained staff attend all camps and excursions as per DET excursions guidelines. The visiting teachers on the bus are responsible to provide first aid support to students whilst transporting to and from Somers as per the DET Excursion policy.

First aid kits

Somers will maintain:

- Major first aid kits which will be stored



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- First aid centre
 - At the boatshed
 - At the Maintenance Shed
 - In the Dining Room
 - In the Staff Room
- Portable first aid kits will be carried by all Somers staff during activities.

Somers' First Aid Coordinator will be responsible for maintaining all Somers first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits.

Care for ill students

Students who are unwell should not attend Somers Campus.

If a student becomes unwell during the school day they may be directed to First Aid Room and monitored by our First Aid/Wellbeing Coordinator. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

The first aid room includes a space where ill students can rest comfortably and in private whilst being monitored by staff.

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](#).

It is the responsibility of each visiting school to ensure all confidential medical forms are completed by parents/carers prior to the scheduled visit including:

- Medication Authority Form (includes student profile information)
- Student Health Support Plan (if required)
- Asthma Action Plans (if required)
- Anaphylaxis Management Plans (if required)

Copies of these forms must be provided to Somers in advance, along with any supplementary documentation completed by the student's treating practitioner, or if the principal of the visiting school has agreed, completed by the parents or carers.

All information is kept in hardcopy and these documents are stored in a secure location (Somers first aid room) as per the Department's records management policy. Access is limited to DET employees who have a duty of care and responsibility for students whilst at the school. If required, nursing staff will seek further clarification of student needs, with the visiting school prior to commencement.

Information on students' medical needs will be available via the hardcopy. A summary of the medical forms is to be taken and provided to visiting school staff in a ring file. A hardcopy of relevant medical forms will also be placed in the First Aid Centre.

First aid management



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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:

- Responding 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, responding 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 nurse on site will be notified and will provide appropriate care.
- If first aid is administered for a minor injury or condition, Somers Staff (primarily the site nurse) will notify parents/carers by Phone Call.
- If first aid is administered for a serious injury or condition, or in an emergency situation, responding school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If responding staff providing first aid determine that an emergency response is not required but that medical advice is needed, responding 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 Somers will:
 - record the provision of first aid treatment and incident
 - 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.

Due to the residential nature of Somers Campus and following guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, may be stored at school but not provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. Staff will check that the permission form is ticked and signed before providing any medications and make a phone call home where necessary. 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 Somers and visiting school staff induction processes

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](#)



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- [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	November 2024
Approved by	Principal
Next scheduled review date	November 2028