



# First Aid Policy

## Rationale

All students have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

## Aims

- To administer first aid to students when in need in a competent and timely manner.
- To communicate a student's health problems to parents when considered necessary
- To report to the relevant authority as required.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of appropriately trained staff members

## Purpose

- To ensure that:
  - Staff members are familiar with the school's first aid procedures
  - Staff members observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities
  - The school supports first aid by providing asthma kits, first aid kits, first aid rooms, and by managing blood spills and bleeding students and syringe disposal/injuries
  - The school responds swiftly to medical emergencies and reports medical emergencies and incidents as required.

## Scope

This policy relates to provision of first aid primarily to students, but also to staff, volunteers, and visitors to Rowellyn Park Primary School.

## Definitions

**First aid** involves emergency treatment and support to:

Preserve life through:

- clearing and maintaining open airways
- restoring breathing or circulation
- monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse
- Protect a person, particularly if they are unconscious
- Prevent a condition worsening
- Promote recovery

## **IMPLEMENTATION**

The Principal will:

- determine the number of first aid trained staff required and the level of first aid training required.
- ensure that adequately trained staff are available at all times at school and on camps and excursions.
- ensure this policy and first aid requirements are communicated to staff at the beginning of each year along with revisions of recommended procedures for administering individual medical action plans.
- ensure a first aid room is available for use at all times along with an appropriate supply of basic first aid materials stored in the first aid room and also in mobile kits available for camps/excursions
- ensure guidelines for management of a first aid event are maintained, available and known by all staff
- annually review the school's performance on first aid to identify performance improvements

## **Compliance requirements**

Rowellyn Park Primary School will comply with:

- The *Occupational Health & Safety Act 2004 (Vic)*
- The Department of Education and Training's First Aid and Infection Prevention Control Procedure
- Guidelines related to first aid in schools as published and amended by the Department of Education and Training, including the School Policy and Advisory Guide.

NB: This policy should be read in conjunction with the Distribution of Medication policy and the Anaphylaxis Management policy, Care arrangements for ill students with Medical Conditions, Infectious diseases Management Policy and Child Safe Policy.

## **Policy points**

This policy provides information about:

- Meeting first aid needs – an overview of procedures
- First aid training requirements
- First aid rooms
- Major first aid kits and portable first aid kits
- School nurses and first aid coordinators
- Managing open wounds and blood spills
- Managing syringe disposals
- Medical emergencies.

## Meeting first aid needs

### The school must:

- Provide first aid facilities
- Ensure sufficient staff members are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department of Education and Training's First Aid and Infection Prevention Control Procedure.

### The School must ensure there is always a first aid officer who:

- Can assist an injured or ill person
- Has current qualifications covering all the school's first aid requirements.

The procedure for meeting student first aid needs is:

#### Circumstance

#### Identified health need

#### Description

First aid requirements for students with identified health care needs should be explained in the Student Health Support Plan, Asthma Care Plan, Individual Anaphylaxis Plan or ASCIA Action Plan for Anaphylaxis.

#### Student feeling unwell

If a student feels unwell , the school should:  
assess a range of signs and symptoms including: - whether the student has a fever  
- whether the students skin feels warm/hot to touch - if the student looks pale but has flushed cheeks - whether the student indicates that they feel hot  
**Note:** The specific temperature is not the main indicator

take action based on the summary of signs and symptoms

immediately seek emergency assistance, if there is: - any doubt about the student's condition, or - a sense that the student's condition is deteriorating.

#### Student has a minor injury

See: Medical Emergencies

When using an icepack to treat a minor injury such as a bump or bruise:

- do not apply directly to skin

- remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative.

## Other injuries

When an injury causes a nose bleed then an ice pack should not be used instead a cold compress may be used.

In the following circumstances an icepack/cold compress should not be used and medical help should be sought (usually by calling an ambulance):

- loss of consciousness, even if only briefly
- a less than alert conscious state
- suspicion of a fracture
- suspicion of a spinal injury
- damage to eyes or ears
- penetration of the skin
- deep open wounds.

**Note: The goal of first aid is not to diagnose or treat the condition.**

### Other Considerations:

A **Student Health Support Plan** must be completed for each student with an identified health care need other than anaphylaxis. It outlines how the school will support the student's health care needs.

An **ASCIA Action Plan for Anaphylaxis** is a student's anaphylaxis emergency response plan in a format approved by the Australasian Society of Clinical Immunology and Allergy.

An **Individual Anaphylaxis Management Plan** must be completed by the school for each student who has been diagnosed at risk of anaphylaxis.

## Training

Staff who practice first aid should have their position descriptions updated to reflect this extra responsibility. They must receive:

- basic first aid training
- and where required, additional first aid modules to cover:
- the health needs of students attending the school, such as asthma management, administration of the EpiPen; or
- excursions, specific educational programs or activities.

### **Affected Persons/Parents/ Carers**

- Informing the school of current medical conditions and providing emergency Contact details;
- Assisting the Principal, in consultation with relevant medical practitioner to develop a 'Student Health Support Plan';
- Informing the Principal in writing of any prescribed medication required to be taken.

### **School Procedures**

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

### **Rowellyn Park Primary 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 1 first aid certificate.

### **Implementation:**

- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First aid kits will also be available in the first aid room.
- Supervision of the first aid room will be undertaken by a trained staff member. Any children in the first aid room will be supervised by a trained staff member at all times.
- All injuries or illnesses that occur during class time, recess and lunch breaks will be referred to the first aid room attendant who will manage the incident.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.

- Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- **No medication including headache tablets will be administered to children without a Medication Authority Form completed and signed by the child's parent/guardian.**
- Parents of all children who receive first aid will receive a completed Injury/Illness Parent Notification Form indicating the nature of the injury, any treatment given, and the name of the sick bay attendant providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child's head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from school by parents/guardians 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's Accident/Injury form and entered on Cases 21.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than an emergency) must sign the child out of the school in the *Early Leave Register* located in the school office.
- All staff members have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a staff member may confer with others before deciding on an appropriate course of action.
- All school camps and external sporting events will have at least 1 first aid trained staff member at all times or have access to First Aid support personnel.
- A comprehensive first aid kit will accompany all camps and excursions, 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.
- All anaphylaxis medications (EpiPens) are to be stored on the emergency medication shelf in the Administration Office together with the school's Emergency EpiPen and Asthma Kit. Student's EpiPens are to be stored in individual containers with their name, grade and photo clearly displayed on the front of the container. A copy of the student's Anaphylaxis Action Plan is included in the container.

- A member of staff 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.
- It is recommended that all students have personal accident insurance and ambulance cover which will be advised through the newsletter.

## **Appendix A**

### **An Overview of first aid responsibilities**



#### **Principal**

- Conducting a *First Aid Risk Assessment* to determine appropriate first aid arrangements for the workplace (the number of persons in the school must include employee and student numbers);
- Allowing nominated first aid officers to attend required First Aid Training and relevant updates;
- Having a first aid officer available:
  - at the school during normal working hours;
  - at other times when authorised DET programs are being conducted unless appropriate safety requirements are provided, as detailed in the School Policy and Advisory Guide (SPAG).
- Providing appropriate first aid kits, supplies and equipment;
- Communicating first aid procedures and the location of supplies to all employees (this includes contractors, visitors and volunteer workers);
- Providing information to employees on specific treatment requirements eg asthma management and allergic reactions (anaphylaxis);
- Developing appropriate first aid action plans for students with specific conditions (eg epilepsy).

#### **Employees**

- Attending First Aid Training and required updates;
- Knowing where 'Student Health Support Plans' are located on the SPAG – Health Support Planning Forms for specific medical conditions and affected persons;
- Following Safe Work Procedures
- Taking first aid action when necessary within the limits of their skill, expertise and training.

#### **First Aid Officers**

- Administering the sick bay/first aid room and its contents;
- Monitoring persons receiving first aid treatment according to their condition;
- Recording all first aid treatment. A copy of treatment provided will be forwarded with the patient where further assistance is sought;
- Reporting any potential hazard to the Principal.

**Appendix B**  
**Procedure for first aid emergency**  
**response Step**

**Action**

- 1** Remove all objects of danger and establish safety
- 2** Keep the injured child/person calm
- 3** Dial 000 for ambulance
- 4** Perform First Aid as required or directed by 000
- 5** Call parents or emergency caregivers (if the incident relates to a student)
- 6** A staff member remains with the injured child/person at all times, including in the ambulance
- 7** Alert the Principal
- 8** Contact the Department of Education and Training's Security Services Unit on (03) 9589-6266 for support and advice
- 9** In the case of a student incident, the incident should be reported onto CASES21. In the case of a non-student incident, the incident should be logged on eduSafe
- 10** Notify Worksafe if required.

## Appendix C

### Procedures for treating bleeding students and managing blood spills

#### *Treating bleeding students*

The procedure for treating students who are bleeding is:

#### **Step**

- |          | <b>Action</b>  |
|----------|--|
| <b>1</b> | Avoid contact with the blood while comforting the student, moving them to safety if required.  |
| <b>2</b> | Put on single-use gloves.  |
| <b>3</b> | Flush the wound using warm water.  |
| <b>4</b> | Wash the wound using warm water and soap.  |
| <b>5</b> | Pat dry the wound and apply a waterproof occlusive dressing ensuring the wound is covered completely. If bleeding continues, apply additional pressure using either a hand or firm bandage.          |
| <b>6</b> | Remove any linen stained with blood or body fluids and substances. Place them in leak-proof plastic bags until they can be cleaned by a commercial laundry or linen cleaning service, or dispose of. |
| <b>7</b> | Remove gloves and place them in an appropriate biohazard container.  |
| <b>8</b> | Wash hands in warm soapy water and rinse before pat-drying thoroughly.   |

## Managing blood spills

Blood spills should be treated as if the blood is potentially infectious.

All cuts and abrasions should be covered with a waterproof occlusive dressing at all times.

The procedure for managing blood spills is:

<b>Step</b>	<b>Action</b>
<b>1</b>	Put on single-use gloves and avoid direct contact with blood or other body fluids.
<b>2</b>	Use paper towels to mop up the spill.  Dispose of the paper towels in an appropriate biohazard container.
<b>3</b>	Wash the area with warm water and detergent, then rinse and dry the area.
<b>4</b>	Remove gloves and place them in an appropriate biohazard container.
<b>5</b>	Wash hands in warm soapy water and rinse thoroughly before pat-drying.
<b>6</b>	If re-usable items were used such as scissors or single-use tweezers, then an assessment must take place to consider how the item was used and determine the appropriate decontamination method Example: If re-usable items are contaminated with blood or other body substances, they should be disposed of in a sharps or biohazard container. If they are not contaminated, they should be washed and dried. Single use items should be disposed of appropriately and replaced. For further advice contact the Department's OHS Advisory Service on 1300 074 715.

## Appendix D Procedure for disposal of needles and syringes

The procedure for disposal of needles and syringes is

### Step

### Action

- 1**

If the discarded syringe or needle is:  
accessible, continue with the disposal procedure

not accessible: - mark the area so that others are not at risk - supervise area - contact the Syringe Disposal Helpline on 1800 552 355.
- 2**

Put on single-use gloves.
- 3**

Place the disposal container on the ground next to the syringe.
- 4**

Using tongs, pick up the syringe from the middle keeping the sharp end away from yourself and place it in the disposal container, needle point down.

  1. Never try to recap a needle, even if the cap is also discarded.
  2. Long metal tongs can be used to reach difficult to access places.
- 5**

Repeat step 4 for each individual needle or syringe.
- 6**

Screw the lid of the disposal unit on firmly.
- 7**

Remove gloves and place them in a plastic bag. Seal the bag and dispose of it in a rubbish bin.
- 8**

Wash hands in warm soapy water and dry thoroughly.
- 9**

To dispose of the sharps disposal container, contact the:  
Syringe Disposal Helpline on 1800 552 355 for: - advice about handling syringes - the location of the nearest local council syringe program or public disposal bin.  
Note: Disposal containers or syringes must not be put in normal waste disposal.

