

First Aid Policy & Procedures

Introduction:

The school has procedures for supporting student health for students with identified health needs and will provide a basic first aid response as set out in the procedure below to ill or injured students due to **unforeseen circumstances** and requiring **emergency** assistance.

These procedures have been communicated to all staff and are available for reference from the school office.

See Also:

Care Arrangements for ill Students Policy

Asthma Policy

Anaphylaxis Policy

Rationale:

All children 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 children when in need in a competent and timely manner
- To communicate children's health problems to parents when considered necessary
- To provide supplies and facilities to cater for the administering of first aid
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate

First Aid Officers

Consistent with DET's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be provided as soon as they are known.

First Aid Officer Duties

The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

Their specific duties include:

- Participating in the risk management process within the school as part of the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
- Coordinating first aid duty rosters and will 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
- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury.

- Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- Providing input on first aid requirements for excursions and camps.

The First Aid Officer/s will be available at the school during normal working hours and at other times when authorised DET programs are being conducted.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other **staff may be required to help within their level of competency.**

All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with others before deciding on an appropriate course of action

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/ Anaphylaxis training/ qualifications
- A sick bay/ 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 be maintained by the school
- All staff will be provided with infection control training, including the management of blood spills, and a supply of protective disposable gloves will be available for use by staff
- It is recommended that all students have personal accident insurance and ambulance cover

Procedures:

- Any children in the sick bay/first aid room will be supervised by a staff member at all times
- All injuries or illnesses that occur during class time will be referred to the first aid trained staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty in the First Aid Room
- A confidential up-to-date register 'Care & Treatment' book located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid
- Minor injuries only (such as scratches) will be treated by staff members on duty in the classroom/ yard, 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 or broken skin must have the wound covered at all times
- No medication will be administered to children without the express written permission of parents or guardians using the appropriate Medications Administration form. Headache tablets will not be administered by the school
- In serious injuries/illnesses, the parents/guardians must be contacted by the First Aid trained staff and/or administration staff to be informed as quickly as possible of their child's condition, actions taken by the school so that professional treatment may be organised
- It is the policy of the school that any injuries to a child's head, face, neck or back must be reported to parents/guardian
- Staff on Yard Duty will carry at all times: a first aid kit 'bum bag' and have a personal or school phone for emergency contact.
- 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 the treating first aid teacher considers the injury to be greater than "minor" will be reported on DET's Accident/Injury form LE375, and entered onto CASES21
- Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Department of Education Emergency and Security Management Branch

immediately on (03) 9589 6266 and WorkSafe on (13 23 60) and on EduSafe and reference should be made by staff to the school's Incident Management policy

- Parents of ill children will be contacted to take the children home
- Parents who collect children from school for any reason (other than emergency or the end of the school day) must sign the child out of the school in a register maintained in the school office
- 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/ excursions, along with a mobile phone
- All children attending camps or excursions will have provided a signed medical form providing medical details and granting 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 attending camps or excursions who require medication will have provided a signed Medications Administration form providing details of medications to be administered and granting teachers permission to administer the medications
- All children with asthma or diabetes or anaphylaxis are required to present the school with a management plan prepared by their treating practitioners, and to provide the school with the asthma medications, hypokits or epipens etc. needed to implement their plan at school
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any updated 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. First aid training and revisions of recommended procedures for responding to asthma, diabetes and anaphylaxis will also be undertaken each year

First Aid Kit Contents

Consistent with the Department's First Aid Policy and Procedures the school will maintain a First Aid Kit that includes the following items:

- an up-to-date first aid book – examples include:
 - First aid: Responding to Emergencies, Australian Red Cross
 - Australian First Aid, St John Ambulance Australia (current edition)
 - Staying Alive, St John Ambulance Australia, (current edition)
- wound cleaning equipment
 - gauze swabs: 100 of 7.5 cm x 7.5 cm divided into small individual packets of five
 - sterile saline ampoules: 12 x 15 ml and 12 x 30 ml
 - disposable towels for cleaning dirt from skin surrounding a wound
- wound dressing equipment
 - sterile, non-adhesive dressings, individually packed: eight 5 cm x 5 cm, four 7.5 m x 7.5 m, four 10 cm x 10 cm for larger wounds
 - combine pads: twelve 10 cm x 10 cm for bleeding wounds
 - non-allergenic plain adhesive strips, without antiseptic on the dressing, for smaller cuts and grazes
 - steri-strips for holding deep cuts together in preparation for stitching
 - non-allergenic paper type tape, width 2.5 cm–5 cm, for attaching dressings
 - conforming bandages for attaching dressings in the absence of tape or in the case of extremely sensitive skin
 - six sterile eye pads, individually packed
- bandages
 - four triangular bandages, for slings, pads for bleeding or attaching dressings, splints, etc.
 - conforming bandages: two of 2.5 cm, two of 5 cm, six of 7.5 cm and two of 10 cm – these

may be used to hold dressings in place or for support in the case of soft tissue injuries

- lotions and ointments
 - cuts and abrasions should be cleaned initially under running water followed by deeper and more serious wounds being cleaned with sterile saline prior to dressing. Antiseptics are not recommended
 - any sun screen, with a sun protection factor of approximately 15+
 - single use sterile saline ampoules for the irrigation of eyes
 - creams and lotions, other than those in aqueous or gel form, are not recommended in the first aid treatment of wounds or burns
 - asthma equipment (which should be in all major portable kits, camping kits, sports kits, etc.)
 - blue reliever puffer (e.g. Ventolin) that is in date
 - spacer device
 - alcohol wipes
 - Other equipment includes:
- single use gloves – these are essential for all kits and should be available for teachers to carry with them, particularly while on yard duty
- blood spill kits
- vomit spill kits
- one medicine measure for use with prescribed medications
- disposable cups
- one pair of scissors (medium size)
- disposable splinter probes and a sharps container for waste
- disposable tweezers
- one teaspoon
- disposable hand towels
- pen-like torch, to measure eye-pupil reaction
- two gel packs, kept in the refrigerator, for sprains, strains and bruises or disposable ice packs for portable kits
- adhesive sanitary pads, as a backup for personal supplies
- flexible ‘Sam’ splints for fractured limbs (in case of ambulance delay)
- additional 7.5 m conforming bandages and safety pins to attach splints
- blanket and sheet, including a thermal accident blanket for portable kits
- germicidal soap and nail brush for hand-cleaning only
- one box of paper tissues
- paper towel for wiping up blood spills in conjunction with blood spill kit
- single use plastic rubbish bags that can be sealed, for used swabs and a separate waste disposal bin suitable for taking biohazard waste (note: Biohazard waste should be burnt and there are several companies that will handle bulk biohazard waste)
- ice cream containers or emesis bags for vomit.

3. Emergency Telephone Numbers

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| Poisons Information Service | 13 11 26 |
| Ambulance | 000 |

Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in....

May 2016