

# FIRST AID POLICY

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## PURPOSE

To ensure the Seaholme Primary School community understands our school's approach to first aid for students.

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

- *Anaphylaxis Policy*
- *Asthma Policy*

## SCOPE

This policy applies to **all positions at the school including:**

- Principal and school leaders
- Teachers including CRT
- Non-Teaching Employees – Education Support Staff, SSSO's (where applicable)
- Student Teachers (in consultation with supervisory teacher)

## POLICY IMPLEMENTATION

From time to time Seaholme Primary 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.

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

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:

- 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, 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, Seaholme Primary School will notify parents/carers by phone or through the COMPASS portal
- 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 Seaholme Primary School will:

- record the incident on CASES21
- if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

### **Seaholme Primary School will:**

- Implement procedures for supporting 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 requiring emergency assistance due to unforeseen circumstances.

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- These procedures have been communicated to all staff and are available in the school's First Aid room.
- In accordance with guidance from the Department of Education and Training, 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.

## 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 sick bay 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 Officers

Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff members as First Aid Officers. A register of the names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be kept in the First Aid room and updated where necessary by the designated First Aid Coordinator.

## First Aid Coordinator and First Aid Officers' Duties

The First Aid Officers are required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications.

### **Their specific duties include:**

1. Participate 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. Incidents are to be investigated, which may result in modifications to a work or play area;
2. Provide first aid emergency awareness training for staff including emergency notification processes and provision of emergency phone numbers;
3. Coordinating first aid duty rosters and maintaining first aid room and first aid kits;
4. Provide 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;
5. Record 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;
6. Provide input on first aid requirements for excursions and camps;
7. The First Aid Officers will be available at the school during normal working hours and at other times when authorised Department programs are being conducted;
8. Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help in accordance with their level of competency.
9. A sufficient number of staff will be trained to Level 2 First Aid. All staff will be trained with up-to-date CPR, asthma and anaphylaxis:
10. Anaphylaxis in house training twice per year and once every three years by professionals
11. CPR is recommended once per year by First Aid companies, however not specified as necessary by DET;
12. 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;
13. Any students with injuries involving blood must have the wound covered at all times;
14. No medication including headache tablets will be administered to students without the express

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- permission of parents or guardians. Written permission is preferable otherwise phone conversations with parent are documented;
15. Compass will be updated to record all injuries or illnesses experienced by students that require first aid;
  16. Any student who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, will be reported to the Education Department Emergency and Security Management;
  17. Where possible a staff member will accompany a student travelling alone in an ambulance or to the doctor's surgery;
  18. All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a staff member may confer with others before deciding on an appropriate course of action;
  19. All school camps and excursions will have at least one Level 2 first aid trained staff member at all times;
  20. A comprehensive first aid kit will accompany all excursions and camps;
  21. The First Aid Coordinator is notified when planning for any event (e.g. excursions, camps, sporting events). A suitable first aid kit to be completed by the teacher-in-charge in readiness for the specific event;
  22. General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering specific medications will also be given at that time as well as instructions regarding First Aid kit procedural requirements for excursions;
  23. All students attending camps or excursions will have provided a signed medical form;
  24. providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions;
  25. All students, especially those with a documented asthma management plan, will have supervised access to Ventolin and a spacer at all times;
  26. First Aid Officers 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;
  27. At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma management and/or anaphylaxis plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medication throughout the year;
  28. The Education Department Accident/Injury form LE375 is to be completed and signed by the Principal and details should be entered on CASES21 for serious injuries/illnesses/head injuries. Serious injuries, fatalities, or any accident that exposes a person to immediate risk to their health or safety must be reported to the Regional Director and the Education Department Emergency and Security Management Branch immediately on (03) 9589 6266.

## 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:

1. First aid: Responding to Emergencies, Australian Red Cross
2. *Australian First Aid*, St John Ambulance Australia (current edition)
3. *Staying Alive*, St John Ambulance Australia, (current edition)

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## **Wound cleaning equipment:**

1. gauze swabs: 100 of 7.5 cm x 7.5 cm divided into small individual packets of five
2. sterile saline ampoules: 12 x 15 ml and 12 x 30 ml
3. disposable towels or cotton wool swabs for cleaning dirt from skin surrounding a wound

## **Wound dressing equipment:**

1. sterile, non-adhesive dressings, individually packed: eight 5 cm x 5 cm, four 7.5 m x 7.5 m,
2. four 10 cm x 10 cm for larger wounds
3. combine pads: twelve 10 cm x 10 cm for bleeding wounds
4. non-allergenic plain adhesive strips, without antiseptic on the dressing, for smaller cuts and grazes
5. steri-strips for holding deep cuts together in preparation for stitching
6. non-allergenic paper type tape, width 2.5 cm–5 cm, for attaching dressings
7. sterile eye pads, individually packed Bandages
8. four triangular bandages, for slings, pads for bleeding or attaching dressings, splints, etc
9. island dressings: these may be used to hold dressings in place or for support in the case of soft tissue injuries

## **Lotions and Ointments**

1. 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
2. single use sterile saline ampoules for the irrigation of eyes
3. asthma equipment (which should be in all major portable kits, camping kits, sports kits, etc)
5. blue reliever puffer (e.g. Ventolin) that is in date
6. spacer device
7. EpiPen® that is in date
8. Alcohol wipes

## **Other equipment includes:**

1. single use gloves – these are essential for all kits and should be available for teachers to carry with them, particularly while on yard duty
2. one medicine measure for use with prescribed medications
3. disposable cups
4. one pair of scissors (medium size)
5. disposable splinter probes and a sharps container for waste
6. disposable tweezers
7. one teaspoon
8. disposable hand towels
9. pen-like torch, to measure eye-pupil reaction
10. gel packs (kept in the refrigerator freezer in first aid room), for sprains, strains and bruises or disposable ice packs for portable kits
11. adhesive sanitary pads, as a backup for personal supplies
12. additional 7.5 m conforming bandages and safety pins to attach splints
13. blanket and sheet, including a thermal sheet for portable kits
14. germicidal soap and nail brush for hand-cleaning only
15. one box of paper tissues
16. paper towel for wiping up blood spills in conjunction with blood spill kit
17. single use plastic rubbish bags that can be sealed, for used swabs and a
18. separate waste disposal bin suitable for taking biohazard waste (note: Biohazard waste should

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be burnt and there are several companies that will handle bulk biohazard waste)  
19. emesis bags for vomit.

## FURTHER INFORMATION AND RESOURCES

### Related School Policies

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

### Related DET Resources

- [DET School Policy & Advisory Guide](#)
- [First Aid in the Workplace](#)

## EVALUATION AND REVIEW

This policy will be reviewed annually or as necessary due to changes in regulations or circumstances