

FIRST AID POLICY & REGISTER **(including School Specific Procedures)**

PURPOSE

To ensure the staff and school community understand the approach Bellbridge Primary School takes to first aid for students.

SCOPE

The Principal and all staff members have an obligation to be familiar with the school's first aid procedures and observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

First aid for anaphylaxis [and asthma, diabetes and other specific medical conditions] is provided for in the school's:

- *Anaphylaxis Management Policy*
- *Asthma Management Policy*
- *Diabetes Management (Types 1 & 2) Policy*
- *Epilepsy & Seizure Policy*

DEFINITION

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

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, protecting a person, particularly if they are unconscious, preventing a condition worsening and promoting recovery.

POLICY

From time to time school staff might need to administer first aid to students at school or school activities.

The wellbeing of children is this school's highest priority.

The school also will support visitors to the school who are in need of first aid.

The school will support first aid by:

- ensuring the school's first aid needs are met
- providing:
- asthma kits

- first aid rooms
- major first aid kits
- portable first aid kits
- managing:
- blood spills and bleeding students
- syringe disposal/injuries

Note: To display a photo of a student and to describe their health care needs requires consent from parents/carers.

The First Aid Coordinator will undertake a range of responsibilities including:

- taking a lead role in supporting teachers and the Principal/Assistant Principal in health support planning
- having knowledge of:
 - all students with a support or management plan
 - the first aid response noted in the plans ensuring that children's emergency contact details are up to date
 - ensuring all medications supplied by the children are within their use-by date
 - working with staff to conduct regular:
 - reviews of management strategies
 - risk assessments
 - developing strategies to raise awareness in the school community about health and safety issues

Facilities

Facilities for first aid will allow for:

- precautions against infection
- reassurance and comfort, with a safe level of privacy; dignity; comfort and independence.
- employee and volunteer health, safety and welfare
- associated record keeping in accordance with privacy and confidentiality
- short-term supervision and the ability to summon further assistance if required

Adequate infection and prevention control **must** be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must **always** be adhered to:

- cover cuts and abrasions with water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids
- wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes
- wear a mask, eye protection and a gown where there is a risk of splashing blood or other body fluids
- remove any broken glass or sharp material with forceps or tongs and place in sharps container
- wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

Where a blood/biological spill has occurred the following must be adhered to:

- isolate the area where the incident occurred
- clean up blood and other body fluids spills with disposable paper towels/tissues or by using a Biohazard Spill Kit
- use hospital grade disinfectant (use 5ml of bleach to 500ml of water) to sanitise the area
- dry the area with disposable paper towels/tissues after clean-up (as wet areas attract contaminants)
- where a spill occurs on carpet, shampoo as soon as possible. Do not use disinfectant. Steam cleaning may be used instead
- Items such as scissors and tweezers are to be cleaned and disinfected/sterilized after use.

Contaminated waste (e.g. dressings, wipes, cleaning cloths, nappies, human tissue, and blood and laboratory waste) should be disposed of in:

- appropriate biohazard waste containers/bags; or
- in the general waste in suitably labelled bags (bags are to be double bagged); or
- Sanitary Waste Bins.

Sharps should be disposed of in a sharps container. All sharps containers must be compliant with AS 4031: Non reusable containers for the collection of sharps medical

Staffing

The Principal will ensure there is always a first aid officer who can assist an injured or ill person and has current qualifications covering all the school's first aid requirements.

Where possible, first aid will only be provided by staff who have been designated as the first aid providers. However, in an emergency, other staff may be required to help within their level of competence.

The Principal will ensure sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the DET's First Aid Policy and maintain a register of trained staff.

Please refer to the attached OH&S Minimum First Aid Facilities schedule.

Training includes basic first aid knowledge and where required additional first aid modules such as asthma management, administration of the EpiPen™ or specific training for excursions and other educational programs or activities.

For the names of the school's trained first aid officers please refer to the First Aid Register (copy attached).

First Aid Kits

The school will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- An appropriate number of portable first aid which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in each wing of the school and in the First Aid Room.
- The Office Administration staff member will be responsible for maintaining all first aid kits.

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 First Aid Room 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 management

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, the school will notify parents/carers by sending a note home to parents/carers.
- 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 the 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.

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.

FURTHER INFORMATION AND RESOURCES

References:

www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx

www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx

www.education.vic.gov.au/school/principals/spag/health/Pages/emergency.aspx

Please refer also to the school's *Care Arrangements for Ill Children Policy*, *Duty of Care Policy*, the *Bleeding Students/Blood Spills Policy*, *Emergency & Incident Reporting Policy*, *Health Care Needs Policy*, *Occupational Health & Safety Policy*, specific policies such as the *Anaphylaxis Management* and the *Asthma Management Policies* and the Child Safe Standards.

REVIEW PERIOD

This policy, first developed in this format in May 2019, will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET updates early May 2019 and late June 2018 [OHS requirements]).

This update was ratified by School Council in 2019.

Site Characteristics	Minimum First Aid Requirements	
Less than 50 employees (and children)	1 first aid officer (minimum level 2 trained)	1 first aid kit
50 - 199 employees (and children)	2 first aid officers (minimum level 2 trained)	4 first aid kits
200 - 399 employees (and children)	4 first aid officers (minimum level 2 trained)	6 first aid kits
400 - 599 employees (and children)	6 first aid officers (minimum level 2 trained)	8 first aid kits
600 - 799 employees (and children)	9 first aid officers (minimum level 2 trained)	10 first aid kits and a first aid room with bed and stretcher
800 - 999 employees (and children)	12 first aid officers (minimum level 2 trained)	12 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
>1000 employees (and children)	16 first aid officers (minimum level 2 trained)	14 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc.)	2 additional first aid officers for every category (minimum level 2 trained)	2 additional first aid kits for every category

School Specific Procedures

1. One staff member per section (including at least 1 administration staff member) to be trained to a Level 2 First Aid Certificate standard and with up-to-date CPR qualifications.
2. 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 cupboard in the first aid room.
3. First aid kits will also be available in each wing of the school, as well as the staff room and administration offices.
4. The first aid room will be supervised by an aide trained in First Aid from 11:00am to 2:30pm daily. Any children in the first aid room will be supervised at all times.
5. All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the aid on duty in the first aid room.
6. An up-to-date log book located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
7. 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.
8. Minor injuries (small scratches and abrasions) only will be treated by staff members on duty, while more serious injuries, including those requiring parents/carers to be notified or suspected treatment by a doctor, require a Level 2 First Aid trained staff member to provide first aid.
9. Any children with injuries involving blood must have the wound covered at all times.
10. No medication including headache tablets will be administered to children without the express written permission of parents/carers.

11. Parents/carers of all children who receive serious first aid (for more than minor incidents) will receive a completed form indicating the nature of the injury, any treatment given and the name of the teacher providing the first aid. For major injuries/illnesses, the parents/carers 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/carers.
12. Any child who is collected from school by parents/carers 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 the DET Accident/Injury Form LE375, and entered onto CASES 21.
13. Parents/carers of children too unwell to return to class due to injury or illness, will be contacted to take their children home.
14. Parents/carers who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
15. All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
16. All school camps and excursions will have at least 1 Level 2 First Aid trained staff member at all times.
17. A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
18. All children attending camps or excursions will have provided the camp coordinator with a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance, should instances arise where the child requires treatment. Copies of the signed medical forms are to be taken on camps and excursions, as well as a copy kept at school.
19. All children, especially those with a documented Asthma Management Plan, will have access to Ventolin and a spacer at all times.
20. The Health Officer 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.
21. At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma management plans, high priority medical forms, and reminders to parents/carers of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
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 asthma medication will also be given at that time.

Appendix A – Bellbridge Primary School First Aid Register

Name	Role	Location	Certificate Attained	Review Date