

FIRST AID POLICY



Help for non-English speakers.

If you need help to understand the information in this policy, please contact Bellbridge Primary School.

PURPOSE

To ensure the school community understands Bellbridge Primary School's approach 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 is provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

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 will also support visitors to the school who need 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

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

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

- taking a lead role in supporting teachers and the 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 waterproof 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 sharp's container. All sharps' containers must be compliant with AS 4031: Non reusable containers for the collection of sharps medical.

STAFFING

The principal will ensure that Bellbridge Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Bellbridge Primary School's trained first aid officers are listed in our school's Emergency Management Plan. 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.

FIRST AID KITS

Bellbridge Primary School will maintain:

- All major first aid supplies are stored in Sickbay.
 - Bellbridge Primary School has 5 portable first aid kits which may be used for excursions and camps and 3 small first aid kit/s for smaller school activities such as Bike Education
- The portable first aid kits will be stored:
- Sickbay
- and every classroom teacher has a bum bag with first aid supplies for yard duty.

UNWELL 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 room/sick bay area

Our school follows the Department's policy and guidance in relation to our first aid room/sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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/carers consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- If first aid is administered for a minor injury or condition, Bellbridge Primary School will notify parents/carers via COMPASS.
- 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 Bellbridge Primary School will:
 - record the incident on CASES21.
 - record the incident on COMPASS.
 - 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways: Website, COMPASS and through school newsletters.

- Available publicly on our school's website
- Included in staff induction processes and staff handbook.
- Discussed at staff briefings/meetings as required.
- Discussed at parent information nights/sessions.
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Anaphylaxis](#)
- [Asthma](#)
- [Blood Spills and Open Wounds Management](#)
- [OHS Management System \(OHSMS\) Employee Health, Safety and Wellbeing](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [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	June 2023
Approved by	Nadia Tkaczuk - Principal
Next scheduled review date	June 2025