



Kalinda Primary School No. 5121

## ***First Aid Policy***

### **Rationale:**

First aid is the first assistance and support when a person presents with an obvious or complained-about injury or sudden health status change. All staff have a **duty of care** to ensure that any potentially life-threatening or long-term health deterioration is stabilised while professional care is sought.

### **Purpose:**

- To promote a safe and caring school environment where everyone knows that they will be attended to with due care when their physical or emotional wellbeing is at risk.
- To provide first aid, emergency treatment and life support to students, staff and visitors to school.
- To ensure that the health and well-being of students assumes the highest of policy priorities.
- To ensure there is a reliable process for first aid available and administered to those who need it.
- To maximize the number of staff members who are trained in Level Two First Aid.
- To provide professional development training that supports staff in the area of health and first aid.
- To provide information and advice to parents related to children's health as appropriate
- To ensure a range of first aid supplies and facilities are readily available to cater for the administering of first aid.

### **Guidelines:**

#### **First Aid Definition:**

First aid involves emergency treatment and support to:

- Preserving 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

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

#### **Staffing:**

- The school must ensure that sufficient staff have been trained in first aid under the provisions of the Occupational Health and Safety Act 2004 and the Department of Education and Training's (DET) First Aid and Infection Control advice.
- The school must ensure there is always a first aid officer who:
  - Can assist an ill or injured person
  - Has current qualifications covering all the school's first aid requirements

- A trained member of staff holding a current Level 2 First Aid Certificate will be on duty each school day during recess and lunchtime.
- A trained member of staff holding a current Level 2 First Aid Certificate will be appointed as the First Aid Co-ordinator each year.
- The school will maintain a Register of Staff trained in First Aid.
- All staff will be inducted with basic first aid management skills.
- Where possible, first aid should 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.
- All staff with a duty of care for students, will be trained to assess and manage an asthma emergency and will complete an Asthma Education session at least every three years (either face to face or online).
- Regular updates related to students with asthma, anaphylaxis or other serious medical conditions will be communicated to staff at the beginning of each term and at when appropriate, or when conditions change, or as directed by parents.
- Those staff with a direct student wellbeing responsibility such as nurses, PE/sport teachers, first aid and camp organisers will complete the Emergency Asthma Management (EAM) course at least every three years.
- Ministerial Order 706 (MO706) requires schools to provide regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction including competently administering and EpiPen/Anapen.
- All staff with a **duty of care to students** will undertake the ASCIA e-training course every two years in how to recognise and respond to an anaphylactic reaction including administering an adrenaline autoinjector (i.e. EpiPen) and have their competency in using an auto-injector tested in person within 30 days of completing the course.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each term and at weekly briefings or whenever required.
- Professional development with regard to specific illnesses will be provided to staff on the basis of need.

#### **Implementation:**

**In an emergency situation, an ambulance 000 will be called.**

#### **Teachers and Principals must:**

- Be familiar with the school's first aid procedures
- Observe their **duty of care** to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

#### **First aid room requirements:**

- A dedicated First Aid Room will be available for use at all times for the provision of basic first aid care as well as first aid treatment of minor cuts, scratches, bruising and for bodily injury.
- The school will meet with the minimum requirements for a first aid room as contained in the Department's First Aid and Infection Control Procedure and OH&S procedure and policy.

#### **Supervision:**

- The first aid room will allow for short-term supervision and the ability to summon further assistance if required.
- The level of supervision in the first aid room will vary according to individual needs at the time.

#### **Facilities for First Aid will allow:**

- Precautions against infection
- The management of blood spills and bleeding students
- Reassurance and comfort, with a safe level of privacy, dignity comfort and independence
- Employer and volunteer health, safety and welfare
- Associated record keeping in accordance with privacy and confidentiality

**The school will support first aid by ensuring the school's first aid needs are met by providing:**

- Asthma kits
- Back up adrenaline auto-injectors for anaphylaxis
- Major first aid kits
- Portable first aid kits, including those for Asthma and Anaphylaxis, will be available in the First Aid Room for excursions and camps.
- The First Aid Coordinator will be required to regularly inspect first aid provisions and purchase and maintain first aid supplies in the First Aid Room and each classroom.
- A First Aid action plan will be displayed in the First Aid Room, stadium, staff room and canteen.
- Procedures will be continually monitored and assessed by the First Aid Coordinator in consultation with the Principal and other First Aid trained staff.
- Reminders to parents/carers of the policies and practices used by the school to manage first aid, illnesses and medications will be published in the newsletter throughout the year.
- Yard duty teachers will carry basic first aid supplies, information relating to students at high risk, carry a mobile phone, and wear a fluorescent vest.

**Medical Information:**

- Each student and member of staff will have Medical Information stored in the school office, recording emergency contact details and special medical needs.  
Parents will be asked to inform the school about any changes to special medical needs, telephone numbers, address or emergency contact details throughout the year.
- A student who has a medical condition or illness will have an individual Management Plan supplied by the parent/carer including the usual medical treatment needed by the student at school or on school activities, the medical treatment and action needed if the student's condition deteriorates, and the name address and telephone numbers for an emergency contact and the student's doctor.
- Information about students with known or severe medical conditions including asthma, epilepsy, and diabetes will be provided to all staff.
- All staff must know the emergency procedure in the event of an asthma attack or other medical crisis.
- Information about students with a diagnosed risk of anaphylaxis will be provided to all staff. All staff must know the emergency procedure in the event of an anaphylactic reaction
- Named photographs of children with severe medical conditions will be displayed in the First Aid Room, Staff Room, Stadium, Class rooms and Canteen with details of their conditions and courses of action in an emergency.
- Casual replacement staff will be alerted to those students in the class with special medical needs. A photo of the student together with relevant information will be included in the class green folder for casual replacement staff.
- The school will have back-up adrenaline auto-injector (s) as part of the school first aid kit(s) for students diagnosed with anaphylaxis.
- The School will have and maintain at least two asthma emergency first aid kits – one to keep at school and a mobile kit for activities such as excursions and camps.

**Administering First Aid:**

- **All staff will not hesitate to call an ambulance (000) immediately** if they assess a situation as a medical emergency. If the situation and time permits, staff may confer with others before deciding on an appropriate course of action.
- **In an emergency situation, an ambulance 000 will be called first**
- **In the following circumstances, medical help should be sought (usually by calling an ambulance) and parents contacted:**
  - Loss of consciousness – even if only briefly
  - A less than conscious state
  - Damage to eyes and ears
  - Penetration of the skin
  - Deep open wounds
- The school will contact the parents of all students who receive and **injury to their head** will subsequently act upon the advice of the parent.
- Minor injuries such as a bump or bruise may be treated with an ice-pack (but not applied directly to the skin – and removed if pain or discomfort occurs – replacing it with a cold compress (towel or cloth rinsed in water) as an alternative
- Nose bleeds should be treated with a cold compress (not an ice-pack)

- Staff will provide immediate treatment for **minor injuries only**. More serious injuries, including those requiring parents to be notified or possible treatment by a doctor will be referred to a Level 2 First Aid trained staff member for assessment and management.
- The school will call 000 in an emergency.
- All injuries and illnesses that occur during class time will be referred to the administration staff who will manage the incident.
- All injuries (other than minor ones) or illnesses that occur during recess or lunch breaks will be referred to the staff member on duty in the First Aid room.
- Trained First Aid staff will adhere to the specific regulations as stated in DET guidelines.
- Staff rendering first aid must take precautions to avoid infection to the injured person or to themselves.
- Staff must use gloves where there is a risk of contamination of body fluids.
- Any children with injuries involving blood must have the wound covered at all times.
- All material contaminated by bodily fluids must be disposed of appropriately.

**Medication:**

- No prescription or other medication including tablets for pain relief will be administered to children without the written permission of parents/carers except in the case of an asthma or anaphylaxis attack.
- Students, especially those with a documented asthma management plan will have access to their own reliever medication e.g. Ventolin and a spacer and/or that provided by the school.

**Documentation and Notification:**

- All injuries/illnesses that require first aid treatment (other than a band-aid or application of an ice-pack as a **precautionary** measure) are to be documented in the Injuries Register located in the First Aid Room.
- Parents of all children who receive first aid treatment (other than a band-aid or application of an ice-pack as a precautionary measure) will be notified either through Compass, or a phone call indication treatment, and time. In more serious injuries/illnesses/distress ,parents/carers will be contacted by the First Aid or the Administration staff so that professional medical treatment may be sought.
- Parents of children who receive injuries to their head will be attempted to be contacted by phone. Notification on Compass may also occur.
- Injuries to students requiring doctor, dental or hospital treatment will be reported on the DET Accident Notification Form and entered into CASES21, they will also be reported to EduSafe, Security Management, and WorkSafe as per DET policy.

**Visiting Health Services:**

A facility must be available for the provision of health services from visiting health care professionals, such as nurses or physiotherapists etc.

**School Policies which underpin this policy:**

- Anaphylaxis Management Policy
- Asthma Management Policy
- Child Safe Policy
- Duty of Care Policy
- Health Care Needs Policy
- Mandatory Reporting Policy
- Medication Management Policy
- Student Engagement Policy
- Student Welfare Policy

**Date Ratified by School Council: 27.03.2017**

**Date of Review: March 2020**