



FIRST AID POLICY

PURPOSE

To ensure that:

- Orchard Grove Primary School's commitment to the care and wellbeing of all in the school is upheld.
- The school community understands our school's approach to first aid for students.
- All staff members are familiar with the school's first aid procedures.
- Appropriate care is administered to all members of the school population who become injured or ill during school hours.
- All staff observe their duty of care to students by providing first aid treatment within the limits of their skills, expertise, training and responsibilities.
- Orchard Grove Primary School supports first aid by providing first aid kits, asthma kits, a first aid room and by managing blood spills, bleeding students (see Appendix A) and correct disposal of syringes.

SCOPE

This policy relates to:

- the provision of first aid primarily to students, but also to staff, volunteers, and visitors to Orchard Grove Primary School.
- the provision of facilities and first aid supplies to assist in the care and treatment of those who are ill and injured during school hours.

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

Identified health conditions including, anaphylaxis and asthma is provided for in our schools:

- *Anaphylaxis Policy*
- *Asthma Policy*
- *Health Care Needs Policy*

It is the responsibility of parents/carers to:

- o Provide relevant health care information to the school
 - o Liaise with health professionals to provide relevant care plans
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- An *ASCIA Action Plan for Anaphylaxis* is a student's anaphylaxis emergency response plan in a format approved by the Australasian Society of Clinical Immunology and Allergy and must be provided by all students at risk of anaphylaxis.
 - An *Individual Anaphylaxis Management Plan* must be completed by the school for each student who has been diagnosed at risk of anaphylaxis.
 - An *Asthma Action Plan* must be completed for each student by a registered medical practitioner.
 - An *ASCIA Action Plan for Allergic Reactions* is a student's allergic response plan in a format approved by the Australasian Society of Clinical Immunology and Allergy and must be completed by each student with an allergy that requires medication.
 - A *Medical Management Plan* must be completed for each student with an identified health care needs other than anaphylaxis and asthma. It outlines how the school will support the student's health care needs.

All first aid practices must follow the guidelines in – First Aid and associated policies as outlined on the Department of Education and Training (DET) website.

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>

Staffing

The Principal will ensure that staff at Orchard Grove Primary School have the appropriate level of first aid training to meet the first aid needs of the school community.

- Orchard Grove Primary School requires all staff to attain training to a minimum of HLTAID003 Provide First Aid.
 - o The Assistant Principal and the First Aid Officer will organise and oversee the program.
 - o Provision will be made to train all staff members in Level 2 First Aid – HLTAID003 Provide First Aid every 3 years and update CPR qualifications every year.
 - under the provisions of the Occupational Health & Safety Act 2004 and the Department of Education and Training's First Aid and Infection Prevention Control Procedure.
 - o NOTE: First Aid training does not meet Asthma training requirements.
- The First Aid Officer is employed Monday – Friday from 10:30am to 2:30pm. First aid trained staff are available outside of these hours.
- Casual Relief Teachers will be given a class folder containing all relevant information on the students in the class, including individual medical management plans.

Orchard Grove Primary School's trained first aid officers are:

- Kaye Brydson

- Deidree Cooper
- Kathy Broadbent

First Aid Room and Kits

Orchard Grove Primary School will maintain:

- A first aid room to be available for use at all times, with 2 beds and an up to date supply of first aid materials. The first aid room will meet at least the minimum requirements for a first aid room as set out in the DET First Aid and Infection Prevention Control Policy.
- Supplies held in the first aid storage cabinet and major and portable first aid kits will contain the relevant type and quantity of supplies to meet school requirements as stated in – Worksafe Compliance Code – First Aid in the Workplace section of the Occupational Health and Safety guidelines on the DET website and will be accessible to all qualified staff.
 - The recommended contents of major and portable first aid kits are listed at: <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/first-aid-kits>
- A major first aid kit which will be stored in the main administration office.
- Minor first aid kit will be stored in the first aid store room.
- Twelve (12) portable first aid kits which may be used for excursions, camps, or yard duty.
 - Yard duty bags will also be provided with emergency procedures and a walkie talkie.
 - Excursion & Camp first aid kits will include individual student’s medication for anaphylaxis, asthma and other medical conditions as provided to the school.
 - When children are attending camps, especially in isolated areas, specific parent approval will be sought for each child to allow for medication to be administered, if need be.
 - all portable kits will contain emergency asthma medication (ventolin & spacer)
- The portable first aid kits will be stored:
 - administration office (yard duty kits)
 - first aid store room (excursion/camp kits)
- The First Aid Officer 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 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 Management

- Students will be instructed to report all injuries or sickness to a teacher.
 - Minor injuries may be treated by the teacher at a classroom level (i.e. small abrasions, cuts or scratches).
 - During recess or lunch breaks students are required to report to the yard duty teacher for basic first aid. If further attention is required the student is to be given a red card to present to the First Aid Officer for further attention.
 - During class, if a student requires medical attention they are to be sent to the First Aid Officer with a first aid advice slip.
 - During events external to the school, such as camps, sporting events, excursions; first aid will be administered to a student by staff who have been trained in first aid in accordance with their training. In an emergency situation, other staff/carers may assist in the administration of first aid within their level of competence.
 - No student should be kept in the first aid room for longer than necessary.
 - Single use gloves must be worn when attending to a bleeding student or blood spills. Gloves and materials used to clean students injuries or blood spills are to be disposed of in an appropriate biohazard container. (see Appendix A)

- 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.

- Communication with parents/carers:
 - If first aid is administered for a minor injury or condition, school staff will notify parents/carers by sending a note home, an email via Compass or a phone call if deemed necessary.
 - 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 practicable.
 - 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.
 - In an emergency situation and where parents cannot be immediately contacted, an ambulance will be called. Accordingly, parents should be encouraged to subscribe to the Ambulance Fund.
 - **The cost of any medical attention or ambulance for a student will be borne by the parent/guardian, as per DET Student Medical Expenses.**
 - The First Aid Officer and/or administrative staff should be notified of all head injuries to students and
 - parents contacted immediately.
 - If a parent cannot be contacted, attempts will be made to make contact with an emergency contact listed in CASES21.

- In the instance of a minor bump this will only be a courtesy call or a message will be left if unable to speak with parents.
 - an illness/injury parent notification form is to be completed for the student to give a copy to their parent/caregiver.
 - any student who sustains a head injury resulting in an altered state of consciousness must attend a hospital.
 - Parents of all students who receive treatment in the first aid room will receive an Illness/Injury Parent Notification form or email via Compass. This will indicate the nature of the injury, any treatment given, and the name of the staff person providing first aid.
- Whenever first aid was administered in a medical emergency, the incident is to be reported to the Department's Security Services Unit on 03 9859 6266.
- To fulfil the requirements of the Accident Register as laid down by DET, a system of notification of students' accidents will be completed for major injuries.
- Any student 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 will be reported on the Department of Education and Training's Accident/Injury Form and entered onto CASES21 by Office Administration.
- A chart of students with special medical requirements will be displayed in the first aid room, staff room and main office.
 - Photo identification of students with anaphylaxis will be provided for the first aid room, staff room, main office, classrooms, CRT folders, yard duty bags and camp/excursion folders.
- Specific medicines for students will be labelled and kept in a cupboard in the first aid room. Medications will be administered by the First Aid Officer. (refer to Student Medication Policy)
- Any medication required to be administered to a student with identified health care needs is to be provided to the school via the Main Office with a completed Medication Request Form including written instructions of amount and when medication is to be administered. A record of the date and time medication administered is to be recorded in the medication log.
- Medication supplied for a student is to be checked on a regular basis to ensure that it is within its use by date.
- Each classroom is to be provided with a bag containing items for minor issues, anaphylaxis student identifications, and 'help required' cards.
- A first-aid trained teacher is to be nominated as the first aid leader for all activities which take place outside of the school grounds. Sufficient first aid kits and means of communication (eg: mobile phone) are to be taken to all excursions, camps and sports activities.
- At the commencement of each year, requests for updated first aid information will be sent home, including requests for any updated asthma, diabetes and/or anaphylaxis management plans.

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 treatment. This is because they can mask signs of serious illness or injury.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

DET Policy and Advisory Library:

[First Aid for Students and Staff](#)

[Medication](#)

[Infectious Diseases](#)

[Allergies](#)

The following school policies are also relevant to this First Aid Policy:

Anaphylaxis Policy

Asthma Policy

Administration of Medication Policy

Health Care Needs Policy

Relevant Legislation:

Occupational Health and Safety Act 2004 (Vic)

First Aid in the Workplace Compliance Code 2008 (Vic)

Review Cycle And Evaluation

Ratified by School Council - 2020

Review Date - 2023

APPENDIX A:

Procedures for treating bleeding students and managing blood spills

Treating bleeding students

The procedure for treating students who are bleeding is:

- Avoid contact with the blood while: comforting the student, moving them to safety if required.
- Put on single-use gloves.
- Flush the wound using warm water.
- Wash the wound using warm water and soap.
- Pat dry the wound and apply a waterproof occlusive dressing ensuring the wound is covered completely.
If bleeding continues, apply additional pressure using either a hand or firm bandage.
- Remove any linen stained with blood or body fluids and substances. Place them in leak-proof plastic bags until they can be cleaned by a commercial laundry or linen cleaning service, or disposed of.
- Remove gloves and place them in an appropriate biohazard container.
- Wash hands in warm soapy water and rinse before pat-drying thoroughly.

Managing blood spills

Blood spills should be treated as if the blood is potentially infectious.

All cuts and abrasions should be covered with a waterproof occlusive dressing at all times.

The procedure for managing blood spills is:

- Put on single-use gloves and avoid direct contact with blood or other body fluids.
- Use paper towels to mop up the spill. Dispose of the paper towels in an appropriate biohazard container.
- Wash the area with warm water and detergent, then rinse and dry the area.
- Remove gloves and place them in an appropriate biohazard container.
- Wash hands in warm soapy water and rinse thoroughly before pat-drying.
- If re-usable items were used such as scissors or single-use tweezers, then an assessment must take place to consider how the item was used and determine the appropriate decontamination method.

- o For example: If reusable items are contaminated with blood or other body substances, they should be disposed of in a sharps or biohazard container. If they are not contaminated, they should be washed and dried. Single use items should be disposed of appropriately and replaced. For further advice contact the Department's OHS Advisory Service on 1300 074 715.