

# FIRST AID POLICY

## INCLUSIVE of CARE ARRANGEMENTS FOR ILL STUDENTS

### **RATIONALE**

Amsleigh Park Primary School staff may be required 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.

### **GOALS**

- ❖ To ensure the school community understands our school's approach to first aid for students.
- ❖ To develop a clear plan for the provision of first aid at Amsleigh Park Primary School.



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the school general office on 9544 1553 or via email: [amsleigh.park.ps@education.vic.gov.au](mailto:amsleigh.park.ps@education.vic.gov.au)

### **SCOPE**

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

- Anaphylaxis Policy
- Asthma Policy

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19

### **GUIDELINES**

#### Staffing

- The principal, in conjunction with the First Aid Coordinator, will ensure that our school has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.
- Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). 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

Amsleigh Park Primary School will maintain:

- A major first aid kit which will be stored First Aid room.
- Amsleigh Park Primary School needs at least 6 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - First Aid Room

The First Aid Coordinator will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 General Office 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

Our school follows the Department's policy and guidance in relation to our First Aid room 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/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, Amsleigh Park Primary School will notify parents/carers by sending home a '**First Aid Report Form**.' A copy of this form will also be kept in the first aid room.
- 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 is administered to a student resulting from a student incident, injury or illness, Amsleigh Park Primary School will:
  - record the provision of first aid treatment on a First Aid Report Form.
  - if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with Department of Education and Training policy, 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. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

### First Aid will be support at APPS by:

Provision of:

- EpiPens, asthma spacers & Ventolin (Asthmatic children should also bring their own to school)
- A first aid room
- major and portable first aid kits

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff meetings as required
- 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 Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [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

## **STATUS:**

Reviewed: February 2023

Approved by: Michael Cormick – Principal

Next Review: February 2026

**Appendix 1****At APPS First Aid Coordinator's specific duties include:**

- Coordinating and maintaining first aid room and first aid kits.
- Providing first Aid according to their 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.
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
- Ensuring that all first aid treatment is recorded. 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.
- Providing input on first aid requirements for excursions and camps.
- Ensuring medical alert tags are in all classrooms and portable first aid kits.
- Organising staff training sessions with external providers as required

## **Appendix 2**

### **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:
  - First aid: Responding to Emergencies, Australian Red Cross
  - Australian First Aid, St John Ambulance Australia (current edition)
  - Staying Alive, St John Ambulance Australia, (current edition)
- wound cleaning equipment
  - gauze swabs: 100 of 7.5 cm x 7.5 cm
  - sterile saline ampoules: 12 x 15 ml
  - disposable paper towels for cleaning dirt from skin surrounding a wound
- wound dressing equipment
  - sterile, non-adhesive dressings, individually packed: eight 5 cm x 5 cm, four 7.5 cm x 7.5 cm, four 10 cm x 10 cm for larger wounds
  - combine pads: twelve 10 cm x 10 cm for bleeding wounds
  - non-allergenic plain adhesive strips, without antiseptic on the dressing, for smaller cuts and grazes
  - steri-strips for holding deep cuts together in preparation for stitching
  - non-allergenic paper type tape, width 2.5 cm, for attaching dressings
  - six sterile eye pads, individually packed
- bandages
  - four triangular bandages, for slings, pads for bleeding or attaching dressings, splints, etc.
  - conforming bandages: two of 2.5 cm, two of 5 cm, six of 7.5 cm and two of 10 cm – these may be used to hold dressings in place or for support in the case of soft tissue injuries
- lotions and ointments
  - 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
  - creams and lotions, other than those in aqueous or gel form, are not recommended in the first aid treatment of wounds or burns
- Asthmatic supplies
  - asthma equipment (which should be in all major portable kits, camping kits, sports kits, etc.)
  - blue reliever puffer (e.g. Ventolin) that is in date
  - spacer device and single-use spacers for excursions/camps
  - alcohol wipes

Other equipment includes:

- single use gloves – these are essential for all kits and should be available for teachers to carry with

them, particularly while on yard duty

- vomit spill kits
- one medicine measure for use with prescribed medications
- disposable cups
- one pair of scissors (medium size)
- disposable splinter probes and a sharps container for waste
- tweezers
- pen-like torch, to measure eye-pupil reaction
- two gel packs, kept in the refrigerator, for sprains, strains and bruises or disposable ice packs for portable kits
- adhesive sanitary pads, as a backup for personal supplies
- flexible splints for fractured limbs (in case of ambulance delay)
- additional 7.5 m conforming bandages and safety pins to attach splints
- blanket and sheet, including a thermal accident blanket for portable kits
- germicidal soap and nail brush for hand-cleaning only
- one box of paper tissues
- single use plastic rubbish bags that can be sealed, for used swabs and a separate waste disposal bin suitable for taking biohazard waste (note: Biohazard waste should be burnt and there are several companies that will handle bulk biohazard waste)
- emesis bags for vomit.

Other Items that the school will keep for use in First Aide include the following:

- Alcohol swabs – for cleaning reusable equipment
- Instant heat packs – for excursion & camps
- Eye protection – for OH&S protective clothing requirements
- Disposable apron – again for OH&S
- Powdered bleach – OH&S
- Crepe bandages
- Heavy Elastic bandages
- Instant ice packs – for excursions & camps
- Sensitive bandaids
- Non-stick un-medicated wound dressings (4 small, 4 medium and 4 large)
- Burns module (non-stick gel padded dressing with bandage attached)
- Resuscitation face mask (reusable)
- Eye wash bottle
- Spare auto-injection devices (EpiPens)
- Heavy duty scissors (to cut through clothing if necessary)