



## 612 – First Aid Policy

### Purpose

Cairnlea Park Primary School has procedures for supporting student health for students with identified health needs (see Cairnlea Park Distribution of Medications and Care Arrangements for Ill Students Policy) and will provide a basic first aid response as set out in the procedure below to ill or injured students due to unforeseen circumstances and requiring emergency assistance.

These procedures have been communicated to all staff and are available for reference from the school office.

### Scope

The school must provide:

- first aid facilities
- ensure sufficient staff trained in first aid under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control advice, see: Department Resources

The school must ensure there is always a first aid officer who:

- can assist an injured or ill person
- has current qualifications covering all the school's first aid requirements.

The Principal must ensure relevant staff receive additional training to meet student health needs.

Teachers and the principal 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.

The School supports 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:* 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.

The school can 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 from any land line in Victoria for the cost of a local call see: [NURSE-ON-CALL](#)

### Definitions

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

- 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.

## Implementation

### 1.0 Meeting First Aid Needs

First Aid Needs are to be met as outlined below:

<b>Circumstances</b>	<b>Description</b>
Identified health need	<p>First aid requirements for students with identified health care needs should be explained in the Student Health Support Plan or Anaphylaxis and/or Allergic Reactions Management Plan.</p> <p>See: <a href="#">Health Care Needs</a></p> <p>To display a photo of a student and a description of their health care needs in a staff area, consent is required from:</p> <ul style="list-style-type: none"> <li>○ parents/guardians.</li> </ul>
Student feeling unwell	<p>If a student feels unwell schools should:</p> <ul style="list-style-type: none"> <li>● assess a range of signs and symptoms including: <ul style="list-style-type: none"> <li>○ whether the student has a fever</li> <li>○ whether the students skin feels warm/hot to touch</li> <li>○ if the student looks pale but has flushed cheeks</li> <li>○ whether the student indicates that they feel hot</li> <li>○ Note: The specific temperature is not the main indicator</li> </ul> </li> <li>● take action based on the summary of signs and symptoms</li> <li>● immediately seek emergency assistance, if there is: <ul style="list-style-type: none"> <li>○ any doubt about the student’s condition, or</li> <li>○ a sense that the student’s condition is deteriorating.</li> </ul> </li> </ul> <p>See: <a href="#">Medical Emergencies</a> for more information</p>
<p>Student has a minor injury</p> <p>Teachers will attend to minor first aid issues in the classroom with the provision of supplies in classroom first aid kits.</p> <p>Staff on yard duty will attend to minor first aid issues whilst on yard duty, with provision of supplies in the yard duty bags.</p>	<p>When using an icepack to treat a minor injury such as a bump or bruise:</p> <ul style="list-style-type: none"> <li>● do not apply directly to skin</li> <li>● remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative.</li> </ul>
Other injuries	<p>When an injury causes a nose bleed then an ice pack should not be used, instead a cold compress may be used.</p> <p>In the following circumstances an icepack/cold compress should <b>not</b> be used and medical help should be sought:</p> <ul style="list-style-type: none"> <li>● loss of consciousness, even if only briefly</li> <li>● a less than alert conscious state</li> </ul>

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|  | <ul style="list-style-type: none"> <li>● suspicion of a fracture</li> <li>● suspicion of a spinal injury</li> <li>● damage to eyes or ears</li> <li>● penetration of the skin</li> <li>● deep open wounds.</li> </ul> |
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### 2.0 First Aid Officers

Consistent with the Department’s First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be provided as soon as they are known.

### 3.0 First Aid Officer Duties

The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications. Their specific duties include:

- Participating in the risk management process within the school as part of the school’s OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers
- Coordinating first aid duty rosters and maintaining first aid room and first aid kits
- Ensuring epi-pens are in date and Asthma plans, Allergy plans Anaphylaxis management plans and Epilepsy management forms are up to date.
- Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further medical 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.

The First Aid Officer/s will be available at the school during normal working hours.

Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other staff may be required to help within their level of competency.

### 3.0 Procedures for Medical Treatment

In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians before calling for medical attention except in an extreme emergency. In serious cases, parents/guardians will always be informed as quickly as possible of their child’s condition and of the actions taken by the school.

A Record of First Aid Treatment will be kept in the Sick Bay and information recorded for all students treated in the Sick Bay indicating date and time of attendance, the treatment given and the person administering the first aid. Staff and parents will be notified by a sticker, indicating that students have been to sick bay, placed on the student’s chest.

It is the policy of the school that parents/emergency contacts are notified of all injuries to the head.

First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

Portable first aid kits will be available for staff on yard duty. These kits will contain:

- a pair of single use plastic gloves
- a bottle of sterile eye solution
- gauze and band-aids
- first aid room passes

### Evaluation

This policy will be reviewed as part of the school’s three-yearly policy review process.

*This policy was last ratified by school council in November 2017*