

First Aid Policy

St Albans East Primary School

Date: June 2014



Rationale

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aim

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.
- To provide adequate training and resources to effectively deliver first aid in the event of sudden illness or injury.

Implementation

- A first aid coordinator will be appointed each year. They will carry out the jobs as listed in **Appendix A**.
- A sufficient number of staff will be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- A list of current first aid trained staff will be posted in the office, staff room and first aid room indicating the level of first aid training and first aid expiry date.
- A first aid room will be available for use at all times.
- A first aid roster will be developed each term nominating a daily staff member to coordinate and deal with minor first aid issues. A first aid trained officer is to be called upon as required to support the daily rostered staff member.
- A comprehensive supply of basic first aid materials will be stored in a cupboard in the first aid room.
- Staff will be issued with a portable kit (bum bag) containing band aids, gauze, bottle of sterile eye solution, record book and pen and gloves. This kit will be used in the classrooms and out in the yard for minor injuries.
- First aid kits will be available for all groups leaving the school on excursions and camps.
- Any injuries/illness that cannot be managed with this kit will be referred to the administration staff/ first aid trained staff member who will manage the incident.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident, supported by a first aid officer as required.
- Any injuries that require first aid must be registered in the First Aid Register kept in the first aid room. This must include the nature of the injury, any treatment given and the name of the person that provided first aid.
- Students must be issued with a copy to notify parents/guardians of their attendance to the first aid room and treatment given; a duplicate should be kept for school records.
- Parents/guardians/emergency contacts will be contacted when injuries are of a serious nature and require supervision or medical assistance.
- All injuries to the head are to be reported to the Principal Class Team and parents or emergency contacts must be contacted regarding the injury.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication will be administered to children without the express written permission of parents or guardians. The *Distribution of Medication Policy* must be adhered to.
- Any student who is collected from school by parents/guardians as a result of an injury, or

who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or where a teacher considers the injury to be greater than "minor" must be entered into CASES21 by administration staff. The relevant form must be filled out by the first aid staff member that assisted.

- Parents of ill children will be contacted to take the children home. Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office. If parents are not able to be contacted, and emergency contacts are not available, first aid staff will confer with the Principal (or senior staff members) as to the most appropriate action to be taken.
- Parents/guardians have a responsibility to ensure that the school office has current contact numbers and must notify the school office of any changes.
- Students with asthma, anaphylaxis and diabetes must have an up to date management plans lodged with the office and this reviewed annually by their doctor. A copy of these plans will be kept in the first aid room and in classrooms.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- All school camps will have at least one Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps and excursions, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.
- It is recommended that all students have personal accident insurance and ambulance cover.
- An audit of the first aid room and equipment will be completed annually (**see Appendix B**).
- This policy must be read in conjunction with the following related policies:
 - Anaphylaxis Policy
 - Asthma Policy
 - Distribution of Medication Policy
 - Diabetes Policy

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 within their expiry dates:

- 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 divided into small individual packets of five
 - sterile saline ampoules: 12 x 15 ml and 12 x 30 ml
 - disposable 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–5 cm, for attaching dressings
 - conforming bandages for attaching dressings in the absence of tape or in the case of extremely sensitive skin
 - 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
 - any sun screen, with a sun protection factor of approximately 15+
 - single use sterile saline ampoules for the irrigation of eyes
 - creams and lotions, other than those in aqueous or gel form, are not recommended in the first aid treatment of wounds or burns
 - asthma equipment (which should be in all major portable kits, camping kits, sports kits etc)
 - blue reliever puffer (e.g. Ventolin)
 - spacer device
 - 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
- blood spill kits
- 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
- disposable tweezers
- one teaspoon

- disposable hand towels
- 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 'sam' 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
- paper towel for wiping up blood spills in conjunction with blood spill kit
- 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)
- ice cream containers or emesis bags for vomit.

Emergency Telephone Numbers

Poisons Information Service	13 11 26
Ambulance	000

Evaluation

This policy will be reviewed as part of the school's three year review cycle.

Review Year

2017

APPENDIX A

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
- * Providing first aid services commensurate with competency and 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.
- * Recording all first aid treatment. 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.

The First Aid Officer/s will be available at the school during normal working hours and at other times when authorised Department programs are being conducted.

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.