FIRST AID POLICY

Purpose

To ensure the school community understands our school's approach to first aid for students. All children have the right to feel safe and well at school and know that they will be attended to with due care when in need of first aid. Watsonia North has procedures for supporting student health for students with identified health needs. This policy is to be read in conjunction with our school's *Care Arrangements for Ill Students Policy*.

Aims

- To administer first aid to children 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 provide designated First Aid Officers/staff responsible for administering first aid.
- To maintain a sufficient ratio of staff members trained with a Level 2 first aid certificate.

Scope

First aid for Anaphylaxis and asthma is provided in our schools:

- Anaphylaxis Policy
- Asthma Policy

Guidelines

Parents/carers are primarily responsible for the health and wellbeing of their children. From time to time, Watsonia North Primary School staff might need to administer first aid to students at school or during school activities.

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

It is the responsibility of parents/carers to:

- provide relevant health care information to the school
- liaise with health professionals to provide care plans which create minimum disruption to learning programs
- assist students for whom they are responsible to self-manage their health and personal care needs as much as is safe and practical (*See Appendix A: Management of Students with Health Care Needs*).

Staffing

The Principal will ensure that Watsonia North Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Watsonia North Primary School's trained first aid officers are:

- Cheryl Campher
- Sue Elsworth
- Mallika Moses
- Despina Diamandis

In addition to the above staff, several others have attained Level 2 First Aid qualifications. These staff members are listed annually in the school's Emergency Management Plan.

Implementation

- Students who are unwell should not attend school. If a student becomes unwell during the school day, they may be directed to the First Aid room 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.
- Watsonia North PS has procedures for supporting student health for students with identified health needs (see Appendix A) and will provide a basic first aid response to ill or injured students due to unforeseen circumstances and requiring emergency assistance.
- A school first aid officer will be employed from 10:30 to 2:30 pm during school days. In the absence of the first aid officer, supervision of the first aid room will form part of the yard duty roster (arrangements for wet/hot weather conditions).
- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, with up-to-date CPR qualifications.
- Regular training of staff will be provided to ensure all qualifications are kept updated.
- The first aid room will be available for use at all times. First Aid Officers will be on duty daily between 8.45 am and 3.45 pm.
- A comprehensive supply of basic first aid materials will be stored in the first aid room. The First Aid Officer will be responsible for maintaining these supplies.
- Watsonia North will maintain a major first aid kit stored in the general office. At least 4 portable first aid kits will also be maintained, which can be used for excursions.

All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.

- Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified of suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children in the first aid room will be supervised/cared for by the First Aid Officer.
- Records of all injuries or illnesses experienced by children who require first aid will be kept using Edusafe plus. (See Accidents and Incidents, Register).
- Any children with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets, will be administered to children without the express written permission of parents or guardians.
- Any injuries to a child's head, face, neck or back will be reported to parents/guardians by personal contact or a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid.

Implementation *(continued)*

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 has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be:
    - recorded on Edusafe Plus
    - reported to the Department's Security Services Unit on 03 9859 6266
- Parents who collect children from school for any reason (other than an emergency) must sign the child out of the school in a register maintained in the school office.
- 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 service at any time.
- If the situation and time permits, a teacher may confer with others before deciding on an appropriate course of action.
- Staff may also contact NURSE-ON-CALL (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.
- All school camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all excursions and camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form (via Compass) providing medical detail and permitting teachers to contact a doctor or ambulance should an instance arise where their child requires treatment.
- All children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- The First Aid Coordinator is responsible for purchasing and maintaining first aid supplies, 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 anaphylaxis and asthma 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 medication/auto-injectors will also be given at that time.

Further Information and Resources

- WNPS Care Arrangements for Ill Students Policy
- WNPS Anaphylaxis Policy
- WNPS Asthma Policy
- WNPS Privacy Policy
- WNPS Infectious Disease Policy

Appendices which support this policy

- Appendix A: Managing Students with Special Health Needs
- Appendix B: Recommended First Aid Kit Contents
- Appendix C: Notification of Injury/Illness At School
- Appendix D: WNPS CASES Injury Report

Emergency Telephone Numbers

Poisons Information Service	13 11 26
Ambulance	000
Local Hospital (Austin Hospital)	03 94165000
NURSE-ON-CALL	1300 60 60 24

Communication of School Policies

All Watsonia North Primary School Policies are communicated to the general public and school community via the school website.

Policies - Watsonia North Primary School (wats-north.vic.edu.au)

School Operational and Curriculum Policies are available in classrooms, office spaces and communal areas for convenient access.

Evaluation and Review

Evaluation of the *FirstAid Policy* will occur as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was updated in July 2022, endorsed by the School Council in July 2022 and is scheduled for review in 2026.

Policy last reviewed	**July 2022**
Endorsed by	**Principal**
Next scheduled review date	**July 2026**

Appendix A:

Managing Students with Special Health Needs

Any information provided to the school on the enrolment form or separately will be considered when planning a student's care. The following steps will be followed when students have a health care need identified after enrolment.

When a need is identified

Parents/carers are required to provide accurate information about a student's routine health and personal care support needs and emergency care needs, for example:

- predictable emergency first aid associated with an allergic reaction, seizure management, Anaphylaxis, or diabetes routine supervision for health care safety, such as supervision of medication
- personal care, including assistance with personal hygiene, continence care, eating and drinking, transfers and positioning, and use of health-related equipment

Parents/carers and students will be informed when their information is being collected, about how their personal information will be used, and to whom it might be disclosed. For example, the school nurse will require access to relevant student information to provide appropriate services. Please refer to WNPS Privacy Policy.

Medical advice is required from the student's medical/health practitioner if there is an indication that a student has a health care need. The medical advice received must provide relevant information about the student's medical condition and document the student's recommended emergency and routine health and personal care support. Ideally, medical advice should be sought via completing a relevant Medical Advice Form.

For any student requiring medication while at school, the school must receive written directions, ideally from the student's medical/health practitioner. This can be done by completing a Medication Authority Form (Green Form), ASCIA Action Plan for Anaphylaxis, or School Asthma Action Plan for asthma (see Victorian Government Schools Reference Guide 4.5.3.1).

Information about the student's health condition and medication to be stored and supervised at school should be loaded in Cases21 and Compass Databases.

The development of a Student Health Support Plan (see Victorian Government Schools Reference Guide 4.5.3.1) (or in the case of Anaphylaxis, an Anaphylaxis Management Plan (see 4.5.10.2)) will occur after the school has received the appropriate medical advice from the student's medical/health practitioner. If there is a time delay between receiving this advice and developing a Student Health Support Plan, the school may decide to implement an interim support plan outlining an agreed interim strategy, e.g. call an ambulance immediately.

Plans should be developed when a student attends school excursions and camps. The parent/carer should complete a Confidential Medical Information for School Council Approved School Excursion.

The planning process

The Assistant Principal will organise a meeting to negotiate the development of a Student Health Support Plan with the student's parents/carers and other relevant school staff. This Support Plan should be guided by the medical advice received by the student's medical/health practitioner.

A range of questions may be asked in planning support. For example:

- Is it necessary to provide support during the school day?

- How can the recommended support be provided in the most straightforward manner, with minimal interruption to the education and care program?
- Who should provide the support?
- Is this support complex and/or invasive?
- Is there staff training required?
- Are there any facilities issues that need to be addressed?
- How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?
- Are there any care and learning plans that should be completed for students with personal care support?

Monitoring and review

A date for when medical advice received by the student's medical/health practitioner is to be reviewed (generally within twelve months) will be set.

Student Health Support Plans, or in the case of Anaphylaxis, an Anaphylaxis Management Plan, will be annually reviewed in light of the updated information received by the student's medical/health practitioner. Student Health Support Plans will be reviewed earlier if the school or the student's parents/carers have concerns or if there is any change in the support.

It may be agreed that an annual review of the Student Health Support Plan may not require updated medical advice. It is up to the Principal's discretion to request updated medical advice for a student.

Appendix B:

First Aid Kit

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 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 the skin surrounding a wound
- wound dressing equipment
  - sterile, non-adhesive dressings, individually packed: eight 5 cm x 5 cm, four 7.5 m x 7.5 m, four 10 cm x 10 cm for more extensive wounds
  - combine pads: twelve 10 cm x 10 cm for bleeding wounds
  - non-allergenic plain adhesive strips, without antiseptic on the dressing, for more minor 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 sunscreen 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) that is in date
  - 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 a 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

Appendix C:

Notification of Injury/Illness at School

Watsonia North Primary School

watsonia.north.ps@edumail.vic.gov.au www.wats-north.vic.edu.au
Sharpes Road Watsonia 3087
Telephone: 9435 1285 or 9435 4948
Facsimile: 9434 3138

NOTIFICATION OF INJURY/ILLNESS AT SCHOOL

Name of Child: ..... Time: ..... am/pm

Date: ..... Yard Duty Teacher: .....

Class Teacher's Name: ..... Room: .....

Today your child:

- ☐ Suffered respiratory distress
- ☐ Was stung/bitten
- ☐ Complained of abdominal pain
- ☐ Complained of ear ache
- ☐ Received a heavy knock/bruising/sprain
- ☐ Had "cold type" symptoms
- ☐ Suffered from rash/sores
- ☐ Suffered from diarrhoea
- ☐ Vomited
- ☐ Had an asthma attack
- ☐ Complained of headache
- ☐ Complained of chest pain
- ☐ Complained of toothache
- ☐ Received a blow/knock to the head
- ☐ Had a sore throat
- ☐ Received a cut/abrasion
- ☐ Had a nose bleed
- ☐ Fell off playground equipment

Other: .....

Treatment:

- ☐ First aid administered
- ☐ Allowed to rest
- ☐ Medication administered:..... Dosage given: ..... Time: .....

Name of Staff Member who carried out First Aid: .....

- ☐ Parent not contacted at this time as illness/injury considered minor
- ☐ Parent Contacted by: ..... Time: .....
- ☐ We tried to contact you (or an emergency contact) and this was unsuccessful Time: .....

Could you please fill in the Acknowledgment Slip below and return it to me as soon as possible.

Kind regards ..... (Class Teacher or Treating Staff Member)

NOTIFICATION OF INJURY/ILLNESS AT SCHOOL

Child's Name: .....in room ..... Date of Injury/Illness: .....

I acknowledge the notification sent to me.

Any comments? .....

.....

Parent/Guardian Signature: ..... Date: .....

Appendix D:

WNPS CASES Injury Report

WATSONIA NORTH PRIMARY SCHOOL

INJURY REPORT

INJURED PERSON:	STUDENT / STAFF / VISITOR / OTHER	**RM:**
DATE OF INJURY:	**TIME OF ACCIDENT:**	

ACTIVITY

	1 Chemical use
	2 Manual handling, lifting
	3 Sports/PE
	4 Vehicle Use
	5 Machinery use
	6 Using Office equipment
	7 Curriculum area
	8 Fighting/Assault
	9 Play general
	10 Walking
	11 Run/jump/skipping
	12 Accidental Contact
	13 Other:

ACCIDENT DESCRIPTION

	1 Slip
	2 Trip
	3 Fall
	4 Overexertion
	5 Mental stress
	6 Collision
	7 Crushing
	8 Hit by moving object
	9 Other type of accident

ACCIDENT SITE

	1 Sports grounds/venue
	2 Playground general
	3 Playground equipment
	4 Classroom general
	5 Chairs
	6 Doors/Windows
	7 Stairs/Steps
	8 Paths/walkways
	9 Office Administration
	10 Travel to/from School
	11 Camp/excursions
	12 Other:

SEVERITY OF INJURY

	1 First Aid (Returned to class)
	2 First Aid (Sent home)
	3 Doctors/Dental Treatment
	4 Hospital Treatment (Outpatient)
	5 Hospital Admittance (Inpatient)
	6 Fatal

NATURE OF INJURY

	1 Fracture
	2 Dislocation
	3 Strains/Sprains
	4 Lacerations/Cuts
	5 Burns/Scalds
	6 Crushings/Amputations
	7 Bruises/Knocks
	8 Dental Injuries
	9 Other:

LOCATION OF INJURY

	1 Head
	2 Eyes
	3 Neck
	4 Trunk (chest/abd/butt/pelvis/spine)
	5 Arm (should/elbow/forearm/wrist)
	6 Leg (hip/thigh/knee/ankle/foot/toes)
	7 Internal
	8 Multiple Locations
	9 Ear

Name of Teacher on Duty:

Name of (1) Witness:

Patient Observations:

Follow Up Details (if any)

Brief Details of Treatment Given:

- ☐ Ice pack/wheat pack applied
- ☐ RICE(Rest/Ice/Compression/ Elevation)
- ☐ Sling applied
- ☐ Washed Wound (water only -no 'Dettol' etc)

Other (please specify):

Brief Details of Incident:

Signature of Teacher on Duty …… Signature of First Aid Officer: ……