



FIRST AID POLICY

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

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.

POLICY

From time to time Orchard Grove Primary School staff might need 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.

Staffing

The Principal will ensure that Orchard Grove Primary 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. Orchard Grove Primary School's trained first aid officers are:

- Kaye Brydson
- Deidree Cooper
- Kathy Broadbent

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan. The review date each year is the end of August.

First aid kits

Orchard Grove Primary School will maintain:

- A major first aid kit which will be stored in our First Aid store room.
- There are fifteen 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 store room

The First Aid officer 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 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.

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

- 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 logging the incident on chronicle 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 Compass.
 - 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 on Compass Chronicle is to be completed for the student so parents can view it in Compass.
 - any student who sustains a head injury resulting in an altered state of consciousness will be advised they need to attend hospital.
 - Parents of all students who receive treatment in the first aid room will receive an Illness/Injury Parent Notification in Compass Chronicle. This will indicate the nature of the injury, any treatment given, and the name of the staff person providing first aid.
- Whenever first aid is 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, and/or who is administered treatment by a doctor/hospital or ambulance officer is recommended to

notify us so it can be reported on the Department of Education and Training's Accident/Injury Form and entered onto eduSAFE 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, allergies, diabetes and/or anaphylaxis management plans.

In accordance with guidance from the Department of Education, 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 - 2023

Review Date - 2026

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.