



FIRST AID POLICY

(Including First Aid Register)

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.
- All injured persons must be provided with immediate and adequate treatment of injury and illness.
- Northcote Primary School's obligations include provision of asthma kits, an EpiPen®/Anapen®, a first aid room, major first aid kits, portable first aid kits and include the management of blood spills and syringe disposal.
- Teachers and Principals must be familiar with Northcote Primary School's first aid procedures and observe their duty of care to children by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- Schools must ensure there is always a first aid officer who can assist an injured or ill person and has current qualifications covering all Northcote Primary School's first aid requirements.
- School nurses employed by schools must follow Northcote Primary School's first aid policy.

Purpose

- To ensure children's first aid needs are met at school and on approved school activities.
- To ensure Northcote Primary School responds appropriately to emergency medical situations.
- To ensure Northcote Primary School staff observe their duty of care to children by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- To ensure Northcote Primary School complies with legislation and DET policy and guidelines.

Definitions

The goal of first aid is not to diagnose or treat the condition.

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, protecting a person, particularly if they are unconscious, preventing a condition worsening and promoting recovery.

Implementation

- The wellbeing of children is this school's highest priority.
- Northcote Primary School has procedures for supporting student health for students with identified health 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.
- The Principal and all staff members have an obligation to be familiar with Northcote Primary School's first aid procedures and observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.
- All staff will be briefed on general organisational matters at the start of Northcote Primary School year and as part of the induction process for new staff members.

- First aid requirements for students with identified health care needs will be explained in the Student Health Support Plan or Anaphylaxis Management Plan.
- Northcote Primary School will support first aid by:
 - ensuring Northcote Primary 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: To display a photo of a student and to describe their health care needs requires consent from parents/carers.

- The First Aid Coordinator will undertake a range of responsibilities including:
 - taking a lead role in supporting teachers and the Principal/Assistant Principal in health support planning
 - having knowledge of:
 - all students with a support or management plan
 - the first aid response noted in the plans ensuring that children's emergency contact details are up to date
 - ensuring all medications supplied by the children are within their use-by date
 - working with staff to conduct regular:
 - reviews of management strategies
 - risk assessments
 - developing strategies to raise awareness in Northcote Primary School community about health and safety issues
- The Principal will ensure there is always a level 2 first aid officer who can assist an injured or ill person and has current qualifications covering all Northcote Primary School's first aid requirements.
- Where possible, first aid will only be provided by staff who have level 2 training and 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 Principal will ensure sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the DET's First Aid Policy and maintain a register of trained staff. This register is maintained by the first aid officer, is updated regularly and kept in the administration area. All Level 2 first aid trained teachers are listed on the Yard Duty Timetable.
- Please refer to the attached OH&S Minimum First Aid Facilities schedule.
- Training includes basic first aid knowledge and where required additional first aid modules such as asthma management, administration of the EpiPen™ or specific training for excursions and other educational programs or activities.
- Training requirements for Northcote Primary School, camps and excursions are assessed according to the potential hazards in the environment and the nature of the activities being undertaken. At least 1 level 2 first aid teacher will be identified on each camp or excursion. They will coordinate the provision of all asthma and anaphylaxis plans with accompanying medication. They will also maintain an medications register to record the administration of any approved medications.
- The Principal will ensure relevant staff receive additional training to meet children's health needs. (Please refer to the Register of Staff Trained in First Aid.)
- At NPS an office/admin. person has overall responsibility for the first aid room and its contents.
- Facilities for first aid will allow for:
 - precautions against infection

- reassurance and comfort, with a safe level of privacy; dignity; comfort and independence.
 - employee and volunteer health, safety and welfare
 - associated record keeping in accordance with privacy and confidentiality
 - short-term supervision and the ability to summon further assistance if required
 - Adequate infection and prevention control **must** be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must **always** be adhered to:
 - cover cuts and abrasions with water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids
 - wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes
 - wear a mask, eye protection and a gown where there is a risk of splashing blood or other body fluids
 - remove any broken glass or sharp material with forceps or tongs and place in sharps container
 - wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.
 - Where a blood/biological spill has occurred the following must be adhered to:
 - isolate the area where the incident occurred
 - clean up blood and other body fluids spills with disposable paper towels/tissues or by using a Biohazard Spill Kit
 - use hospital grade disinfectant (use 5ml of bleach to 500ml of water) to sanitise the area
 - dry the area with disposable paper towels/tissues after clean-up (as wet areas attract contaminants)
 - where a spill occurs on carpet, shampoo as soon as possible. Do not use disinfectant. Steam cleaning may be used instead
 - Items such as scissors and tweezers are to be cleaned and disinfected/sterilized after use.
 - Contaminated waste (e.g. dressings, wipes, cleaning cloths, nappies, human tissue, and blood and laboratory waste) should be disposed of in:
 - appropriate biohazard waste containers/bags; or
 - in the general waste in suitably labelled bags (bags are to be double bagged); or
 - Sanitary Waste Bins.
 - Sharps should be disposed of in a sharps container. All sharps containers must be compliant with AS 4031: Non reusable containers for the collection of sharps medical items used in health care areas.
 - The level of supervision required in the first aid room varies depending on the case. For example, supervision should be required for a student who has had a blow to the head and is feeling dizzy but may not be required for a student with a slight headache, who needs a lie down.
 - Staff members who practise first aid should have their position descriptions updated to reflect this extra responsibility.(Staff Roles and Responsibilities updated yearly)
 - If a child feels unwell, e.g. fever, pallor, skin clammy and act accordingly including declaring the situation a medical emergency.
 - If a child has bumped their head or has a head injury, parents will be called and advised of the extent of the injury with a recommendation that the child go home to be supervised or that the parents/carers seek further medical assistance/advice.
 - If a child has a minor injury such as a bump or bruise, a cold pack (not applied directly to the skin) may be appropriate. This is not appropriate if the bump causes a nose-bleed.
 - For more serious injuries e.g. causing loss of consciousness even briefly, a less than alert state, suspicion of a fracture or spinal injury, damage to eyes/ears, penetration of the skin or deep open wounds, an ambulance will be called.
 - In treating a blood spill or open wound the first aid officer will follow the procedures described in Northcote Primary School's *Bleeding Students/ Blood Spills Policy*.
 - In a medical emergency, staff will take action without waiting for the parent/carer including calling 000.
 - Once action has been taken, the parent/carer or the child's emergency contact and Security Services will be notified.
 - Staff providing first aid may assess that an emergency response is not required, but medical advice is needed. In these circumstances, Northcote Primary School will ask the parents/carers or emergency contact person to collect the child and recommend that advice is sought from a medical practitioner.
- Example:** This response would apply if a child receives a blow to the head but there are no signs of concussion or the child reports persistent aches and pains.

- Northcote Primary School 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 from any land line in Victoria for the cost of a local call.
- Upon the Principal's discretion and provided alternative supervision for remaining children can be arranged, a staff member may accompany a child transported by emergency services when one or more of the following applies:
 - a parent/carer or emergency contact person cannot do so
 - the age or development of the child justifies it
 - the child chooses to be accompanied
- On the rare occasion when a school staff member has to transport a child to emergency care (such as when an ambulance is not available), at least two adults should accompany the child to ensure the driver is not distracted and the child can be constantly supervised.
- Parents/carers of ill children will be contacted to take them home and must sign the child out in accordance with Northcote Primary School's *Collection of Children Policy*.
- Parents/carers of all children receiving first aid treatment will receive a form detailing injury and treatment given.
- Please refer also to Northcote Primary School's *Care Arrangements for Ill Children Policy*, *Duty of Care Policy*, the *Bleeding Students/Blood Spills Policy*, *Emergency & Incident Reporting Policy*, *Health Care Needs Policy*, specific policies such as the *Asthma Management Policy* and the Child Safe Standards.

Evaluation

- This policy will be reviewed as part of Northcote Primary School's three-year review cycle or if guidelines change (latest update late June 2018 [OHS Update]).

NPS School Council ratified this policy on the 5th December 2018

References:

www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx

www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx

www.education.vic.gov.au/school/principals/spag/health/Pages/emergency.aspx

Site Characteristics	Minimum First Aid Requirements
----------------------	--------------------------------

Less than 50 employees (and students)	1 first aid officer (minimum level 2 trained)	1 first aid kit
50 - 199 employees (and students)	2 first aid officers (minimum level 2 trained)	4 first aid kits
200 - 399 employees (and students)	4 first aid officers (minimum level 2 trained)	6 first aid kits
400 - 599 employees (and students)	6 first aid officers (minimum level 2 trained)	8 first aid kits
600 - 799 employees (and students)	9 first aid officers (minimum level 2 trained)	10 first aid kits and a first aid room with bed and stretcher
800 - 999 employees (and students)	12 first aid officers (minimum level 2 trained)	12 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
>1000 employees (and students)	16 first aid officers (minimum level 2 trained)	14 first aid kits (including specific "type of incident" treatment) and a first aid room with bed and stretcher
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc.)	2 additional first aid officers for every category (minimum level 2 trained)	2 additional first aid kits for every category

Northcote Primary School First Aid Register (copy at the office)

Name			Certificate Attained	Review Date