

First Aid Policy & Procedures

Date: September 2014

1. Rationale

Student well-being is paramount in the life of the Williamstown North Primary School. 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.

The school has a legal and moral responsibility to provide adequate training and resources to ensure that effective first aid is available to all students, staff or visitors when in need.

2. Aims

This policy will ensure that:

- Teachers are familiar with the 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.
- The school site is supplied with the resources and training necessary to provide effective initial treatment in the event of sudden illness or injury to students, staff or visitors to the school.
- Preventative measures are encouraged, including the development of procedures to minimise emergency situations and promote safety awareness.
- Appropriate first aid is given to students, staff and all visitors to the school.

3. Duty of Care

Under Victorian law, principals and teachers are held to a high standard of care in relation to students. The duty requires them to take all reasonable steps to reduce risk, including ensuring that medical assistance is provided to a sick or injured student, whether it be during a Specialist session, a Sports session, in the playground or in the classroom.

All staff are required to provide assistance and to follow up to see that the child was taken care of, particularly when a child is sent to the First Aid room during the day.

Notwithstanding the duty of care of Designated First Aiders, the treatment of illness and/or injury should be limited to those areas in which the person has received recognised training.

4. **Policy Context**

WNPS is bound by the Department of Education and Early Childhood Development's (DEECD) First Aid and related policies. In broad terms, this means that WNPS must:

- Provide first aid facilities; and
- 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.

5. **Definitions**

First Aid is defined as emergency treatment and life support provided to staff, students and visitors who suffer injury or illness while at work/school.

First Aid Officer is a staff member who has been employed to solely perform the duties of first aid and is based in the sick bay. This person must be trained to a competent level that covers all school requirements (Level 3 First Aid training, see Appendix 1).

6. **Implementation**

6.1 **First Aid Trained Staff**

During normal operating hours, there is a minimum of one trained First Aider available at any time on the school site to assist injured or ill persons.

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.

Wherever possible, at each Professional Learning Team (PLT) there will at least one staff member who has received Level 2 First Aid training.

All officially designated First Aiders are provided with immunisation against Hepatitis A & B as requested.

6.2 **Staff First Aid Awareness & Training**

All staff must be trained with basic first aid management skills, Level 1 First Aid trained (Appendix 1).

In accordance with school's Anaphylaxis Policy & Procedures, all staff are annually trained in Anaphylaxis First Aid.

The school will maintain a database of all staff that are Level 2 First Aid trained to ensure they have current qualifications and this will be displayed in the sick bay, the main office, the Butterfly Room, the Canteen and the Junior Learning Centre.

6.3 First Aid Procedures

The First Aid Officer or rostered First Aid trained staff member will generally attend to illnesses and injuries in the Sick Bay, making a careful assessment of the child and injury or illness. If needed, seek a second opinion about the injury or treatment, monitoring students according to their condition.

When a child sustains a serious injury, the school may call an ambulance to provide further first aid without waiting for parent/guardian consent. Parents will be notified immediately of this course of action.

If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.

Parents of ill children will be contacted to take their children home.

Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a registered maintained in the school office.

6.4 Reporting

A Sick Bay Pass (blue slip – see Appendix 1) is filled out by staff documenting any injury or illness of students requiring First Aid throughout the school day. In most cases this must be filled out before students are sent to sick bay.

A “Notification of Sick Bay Visit” form must be completed by the First Aider who provided the treatment (see Appendix 1). Two copies are provided to the student, one being for the classroom teacher (yellow) and the other copy (white) to be taken home to parents informing them of the details. A (pink) copy is retained by the school for 12 months.

Parents are contacted via a phone call when a child receives a knock to the head. During the phone conversation the First Aider will indicate the nature of the injury and whether it is recommended that the child remain at school under supervision or be collected and possibly seek medical advice.

Accidents deemed to be of a more serious nature will be entered into eCASES (DEECD software).

6.5 First Aid Room/Sick Bay

A designated room, the sick bay, is provided in the school for the treatment of first aid and is available for use at all times.

A comprehensive supply of basic first aid materials will be stored in the first aid room.

It is the responsibility of the First Aid Officer to maintain and equip this room.

6.6 First Aid Kits/Supplies

Several major first aid kits are located in the sick bay.

The school has an Automated External Defibrillator (AED) stored in the cupboard in the sick bay.

Each class will have its own basic First Aid Kit that is kept in each teacher's office.

Additional comprehensive First Aid Kits will be provided for camps and excursions.

The First Aid Officer is responsible for the purchase, monitoring and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.

Yard duty bags are equipped with basic First Aid supplies which can be administered without documentation.

6.7 Medical Records & Administration of Medicines

6.7.1 Medical Records

Each year a request for updated medical information will be sent home including request for any 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.

Parents/Guardians are to ensure that they utilise forms provided by the school to:-

- keep the school informed of current medical contact details concerning students.
- keep the school informed of current medical condition and appropriate history of students.
- inform the school in writing of any prescribed medication that students need to take during school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks.

The collection, use and disclosure of this information will be in accordance with the school's Privacy Policy.

All records of students with allergies, asthma and anaphylaxis are stored in the cupboard in the sick bay in accordance with the school's Privacy policy. Individual packs of equipment and medication must be clearly labelled and carefully stored for all students with allergies, asthma and anaphylaxis. These packs are kept in the sickbay at all times and teachers only remove these packs from the first aid for camps and excursions. Teachers must sign these out and back in.

6.7.2 Administration of Medicines

Any students requiring medication will only have this administered in the sick bay by a first aid trained staff member. This medication will only be administered if a signed parent consent form has been provided and a record of the time and date will be recorded in a medication log.

No medication will be administered to children without the written permission of parents or guardians.

All medications are stored separately from the first aid kits.

6.8 Procedures to Minimise Emergency Situations/Safety Awareness

Upon enrolment to the school all student with allergies, asthma and anaphylaxis are identified and monitored.

A current asthma management plan, allergic reaction or anaphylaxis plan is requested by the school for all students with these conditions.

Every classroom and learning space in the school will have a clearly displayed poster of all students who suffer allergic reactions and anaphylaxis.

In all classrooms, students with allergies and anaphylaxis will have an individual notification alert card. This will be sent down with the child to the main office to highlight the specific treatment required or needed for that child.

These are updated annually as children transition to different areas of the school each year.

6.9 First Aid – Offsite Activities

In accordance with the school's Camping policy, all school camps will have at least one Level 2 first aid trained staff member at all times. This teacher will be the designated leader of First Aid for the duration of the Camp.

The designated First Aid teacher/s will be required to: -

- Keep medical details of all students who attend;
- Highlight students with specific medical needs including medication;
- Oversee the administration of medication;
- Attend to all students who are in need of medical attention;
- Record details of treatment of any illnesses and accidents as well as the administration of medication.

A comprehensive first aid kit will accompany all camps, along with a mobile phone.

All children attending camps or excursion must provide a signed medical form ("Confidential Medical Information for School Council Approved Excursions" form) providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms must be taken on camps and excursions, as well as kept at school.

7. Evaluation and Review

This policy shall be reviewed as part of the Williamstown North Primary School's cyclical policy review process conducted by school council and updated, if required. It will also be reviewed sooner if required by DEECD, changes to the legislation or through a change in government policy.

8. References & Related Policies

- Privacy Policy
- Oral Medication Policy
- Camping Policy
- Anaphylaxis Policy

Appendix 1:

Incident Sheet – White (Parent Copy), Yellow (Teacher Copy), Pink (School Copy)

Williamstown North Primary School
Notification of Sick Bay Visit

17759

White Copy Child
Yellow Copy Teacher
Pink Copy Office

Dear Parent/Guardian,

Your Child visited and received first aid attention in the sick bay today.

Childs Name: _____ Grade: _____ Date: ___ / ___ / ___

Place of Accident
 In the playground On equipment Classroom Other _____

Time of accident _____ am/pm Came to sickbay _____ am/pm

Details of the incident are as follows: _____

<input type="checkbox"/> Knock/blow to head/eye/facial area	<input type="checkbox"/> Complained of abdominal pains
<input type="checkbox"/> Knock/bruising/kick	<input type="checkbox"/> Complained of an ear ache
<input type="checkbox"/> Cut/abrasion	<input type="checkbox"/> Complained of a toothache
<input type="checkbox"/> Had a nose bleed	<input type="checkbox"/> Complained of a headache
<input type="checkbox"/> Had an asthma attack	<input type="checkbox"/> Complained of chest pain
<input type="checkbox"/> Has a rash/sores	<input type="checkbox"/> Suffered from diarrhoea
<input type="checkbox"/> Has a temperature	<input type="checkbox"/> Was stung or bitten
<input type="checkbox"/> Feels Unwell and allowed to rest	<input type="checkbox"/> Suffered respiratory distress - cough
<input type="checkbox"/> Vomited	<input type="checkbox"/> Sore Throat
<input type="checkbox"/> Other _____	

Treatment given by _____

<input type="checkbox"/> Ice applied or Cold Compress	<input type="checkbox"/> Eye Wash
<input type="checkbox"/> Cleaned and/or Dressed wound	<input type="checkbox"/> Bandage
<input type="checkbox"/> Allowed to rest for _____ minutes and return to class	
<input type="checkbox"/> Asthma Ventolin given (____ puffs) (____ cycles)	
<input type="checkbox"/> Other (Please specify) _____	
<input type="checkbox"/> Parent/guardian contact not necessary	
<input type="checkbox"/> Parent/guardian contacted - Staying at school or Going Home	
<input type="checkbox"/> Unable to contact parents/guardian	
<input type="checkbox"/> No answer <input type="checkbox"/> Left Message on _____	

Front/Back View



In case of Head/Facial injury it is advisable that you be aware of the following signs and symptoms of concussion in case it should appear.

- Headache
- Loss of Memory for events before and after the injury
- Nausea and often vomiting
- Blurred vision
- Loss of, or clouding of consciousness
- Uneven pupils

If any of these symptoms occur, please seek medical assistance. If you have any concerns with this information please contact Williamstown North Primary School on 9397 5722.

Blue Sick Bay Passes – located in Yard Duty Bags

Sick Bay Passes – Williamstown North Primary School		
Time of Accident/Illness: ____ am/pm	Area – A, B, C, C/Room	Date: ____ / ____ / ____
Yes <input type="checkbox"/> No <input type="checkbox"/> Please <input checked="" type="checkbox"/>	'If YES, the Yard Duty Teacher must complete an OH&S Hazard or Incident Report Card'.	
Child's Name:	Class:	
Details of Accident/Illness:		
Treatment/Action Required		
Ice Pack <input type="checkbox"/> Clean & Dress Wound <input type="checkbox"/> Bandage <input type="checkbox"/> Rest <input type="checkbox"/> Other <input type="checkbox"/>		
Name of Teacher (please print)		

Definition of Level 1, Level 2 and Level 3 First Aid

Provide Basic Emergency Life Support HLTAID002 (Previously known as Level 1)

This nationally recognised course enables participants to gain the knowledge and skills to manage a life threatening emergency using basic life support measures including CPR.

The course topic covers: - how to respond in an emergency situation, application of appropriate first aid procedures and communicating details of the incident.

First aiders will need to demonstrate: -

- Competent CPR on an adult and infant manikin
- Participate in a first aid scenario, involving the use of an AED
- Apply first aid procedures for a variety of first aid conditions
- Complete a written assessment.

Provide First Aid HLTAID003 (Previously known as Level 2)

This nationally recognised course develops the knowledge and skills to provide first aid including CPR, to coordinate first aid until the arrival of medical assistance and effectively communicate and document the incident.

The course topic covers: - responsibilities of the first aider, infection control, bleeding and shock, angina, fractures, soft issue injuries, head injuries, epilepsy, heart attack, seizures, asthma, poisoning, burns, safety and injury prevention, fainting, diabetes, eye injuries and sprains.

First aiders will need to demonstrate: -

- Competent CPR on an adult and infant manikin
- Participate in three first aid scenarios
- Apply first aid procedures for a variety of first aid conditions
- Complete a written knowledge assessment.

Provide Advanced First Aid HLTAID006 (Previously know as Level 3)

This nationally recognised course develops the skills and knowledge required to provide an advanced first aid response, life support, management of casualties, the incident and other first aiders, until the arrival of medical or other assistance.

The course topic covers: - Resuscitation including AED, oxygen and suctioning, Multiple casualty incidents and triage, Severe trauma, Burns & thermal injuries, Asthma and anaphylaxis, Pain management, Wound care, Manual handling techniques and extraction, Head and spinal injuries, Use of cervical collars, spinal boards and stretchers, Responsibility of the first aider, Infection control, Bleeding and shock, Angina, Fractures, Soft tissue injuries, Head injuries, Epilepsy, Heart attack, Seizures, Poisoning, Burns, Safety and injury prevention, Fainting, Diabetes, Eye injuries and Sprains.

First aiders will need to demonstrate: -

- Competent CPR performance on an adult and an infant manikin
- Participate in six first aid scenarios
- Apply first aid procedures for a variety of first aid conditions
- Complete a workplace incident report form
- Demonstrate correct usage of cervical collar, spinal board and stretcher
- Complete a written assessment.

This Policy has been ratified by School Council: 17th September 2014

Appendix:

1. See School website/canteen for current Canteen Menu.
2. See: www.nutritionaustralia.org for Canteen information and procedures.
3. See: 'Go For Your Life' Healthy Canteen Kit: Canteen Manual. A copy is held at the school office and has been used as a key reference in developing this policy.