



WILLIAMSTOWN NORTH PRIMARY SCHOOL No. 1409

RESPECT

RESILIENCE

RESPONSIBILITY

DOING YOUR BEST

FIRST AID POLICY

Date: April 2021

1. PURPOSE

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

2. SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

3. POLICY

From time to time Williamstown North Primary School (WNPS) 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.

3.1 Staffing

The principal will ensure that WNPS has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

WNPS trained first aid officers are:

- Belinda Gill – Expiry October 2023
- Bill Manoleras – Expiry May 2021
- Bridget Sherrin – Expiry March 2021
- Crystal Gunter – Expiry March 2021
- Dale Evans – Expiry October 2023
- Dean Pearce – Expiry October 2023
- Emily Kaparis – Expiry October 2023
- Georgie Petty – Expiry June 2022
- Jim Cahill – Expiry October 2023
- Judy Coleman – Expiry May 2021
- Kellie Murdoch – Expiry October 2023
- Linda Taylor – Expiry March 2021
- Sarah Nobbs – Expiry October 2023
- Sharon Hunt – Expiry October 2023
- Tania Brown – October 2023
- Tracy Carroll – June 2022

3.2 First aid kits

WNPS will maintain:

- Four major first aid kit which will be stored in the Health Hub as well as one evacuation kit
- portable first aid kits which are used for excursions and camps, are placed in each classroom. There are four Yard duty bags.
- The portable first aid kit/s are stored:
 - Classroom Offices

The school nurse will be responsible for maintaining all first aid kits.

3.3 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 Health Hub and monitored by the registered nurse or admin 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.

3.4 First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- 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.
- If first aid is administered for a minor injury or condition, the registered nurse or admin staff will notify parents/carers by Compass via the Compass Sick Bay Chronicles and where necessary a follow up phone call will be made.
- 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 practical.
- 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.
- Whenever first aid treatment has been administered to a student the registered nurse or admin staff will:
 - record the incident on Compass
 - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

4. FURTHER INFORMATION AND RESOURCES



- Privacy Policy
- Medication Policy
- Camping Policy
- Anaphylaxis Policy
- Asthma Policy
- Australian Nursing and Midwifery Federation's National School Nursing Professional Practice Standards, 2nd edition. Link: http://anmf.org.au/documents/reports/School_Nr_National_Standards.pdf
- See appendices below

5. REVIEW CYCLE

This policy was last updated on 21st April 2021 and is scheduled for review in April 2024.

Appendix 1:

Blue Health Hub Passes – located in Yard Duty Bags

 Health Hub Pass - Williamstown North Primary School			
Time of accident/illness: _____ am/pm			Date: ____ / ____ / ____
Full Name of child:			Class:
Area A Play Equipment Open Space	Area B Play Equipment Basketball Court Greenfield	Area C Tasmania Basketball Court Lego Area	Teaching Space - Classroom - PE - Pre Existing - Excursion - Other
Details of Accident/Illness: _____ _____ _____			
Full Name of Teacher (please print)			 FIRST AID

Definition

The Health Hub

- The Health Hub is a room in the school provided for the assessment, treatment and care of injured or unwell staff, students and visitors.
- Located in the Health Hub is an Automated External Defibrillator (AED), Epi-Pens, Ventolin and other medications, Student Health/Action Plans and a comprehensive supply of First Aid Materials.
- It is the responsibility of the School Nurse to maintain and equip this room.

Provide Cardiopulmonary Resuscitation (CPR) HLTAID001

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 Automated External Defibrillator (AED).
- Apply first aid procedures for a variety of first aid conditions.
- Complete a written assessment.

Provide First Aid HLTAID003

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.