



FIRST AID POLICY

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.

Abbotsford Primary School has procedures for supporting student health for students with identified health needs (**see Care Arrangements for Ill Students Policy**) 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. These procedures have been communicated to all staff and are available for reference from the school office.

At times of accidents or illness, the school may be required to call an ambulance to transport a staff member, student or community member to hospital. As the ambulance service is a potentially expensive option for families, and as the ambulance service is a vital community resource which should not be used in a frivolous manner, processes for requesting the attendance of the ambulance service must be followed.

Purpose

- To administer first aid in a competent and timely manner.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a Level 2 First Aid Certificate.
- To advise parents of health issues or injuries as necessary.
- To gain information from parents and identify health care needs of children with food medical conditions (i.e. allergies).
- To ensure that all members of the school community understand the school's position and processes regarding the attendance of the ambulance service.
- To ensure an ambulance is called to safely transport a patient in an emergency situation.

First Aid Officers

Consistent with the Department's First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be provided as soon as they are known.

First Aid Officer Duties

The First Aid Officer/s is required to undertake a coordinating role maintaining standard medical service provision, student medical records and parent notifications. Their specific duties include:

- Participating in the risk management process within the school as part of the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards;
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers;
- Coordinating first aid duty rosters and maintaining first aid room and first aid kits;
- Providing first aid services commensurate with competency and training. This may include all or some of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury;
- Recording all first aid treatment. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given;
- Providing input on first aid requirements for excursions and camps.

The First Aid Officer/s will be available at the school during normal working hours and at other times when authorised Department programs are being conducted. Where possible, only staff with first aid qualifications will provide first aid. However, in an emergency other **staff may be required to help within their level of competency.**

First Aid Kit Contents

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
- 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 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 larger wounds
- combine pads: twelve 10 cm x 10 cm for bleeding wounds
- non-allergenic plain adhesive strips, without antiseptic on the dressing, for smaller 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 10cm – 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 sun screen, 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 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.

Emergency Telephone Numbers

Poisons Information Service 13 11 26

Ambulance 000

Related policies:

Abbotsford Primary School First Aid Policy, 2016

Abbotsford Primary School Administration of Medication Policy, 2016

Abbotsford Primary School Anaphylaxis Policy, 2016

Abbotsford Primary School Asthma Policy, 2016

Abbotsford Primary School Care Arrangements for Ill Students Policy, 2016

Evaluation

This policy was ratified by School Council in September 2016.

This policy will be reviewed as part of the school's four-year review cycle.