

**Mount Waverley Primary School**  
**First Aid Policy**



***'Achieving Excellence Together'***

**2019**

**Principal: Greg Paine**

**School Council President: Michael Seelig**



## MOUNT WAVERLEY PRIMARY SCHOOL

### First Aid Policy

#### **RATIONALE**

Mount Waverley Primary School (MWPS) has procedures for supporting student health for students with identified health needs 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 require **emergency /first aid** assistance.

#### **PURPOSE**

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

To ensure the school can support student health needs by providing appropriate and timely first aid to students as required as well as assist students with specific medical conditions.

#### **POLICY GUIDELINES**

From time to time MWPS 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.

For students diagnosed with Anaphylaxis and Asthma first aid will be provided at MWPS. see *Anaphylaxis and Asthma Policies*.

#### **Staffing**

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

Teachers and Principals must:

1. be familiar with the school's first aid procedures
2. observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

MWPS supports first aid by providing:

1. asthma kits
2. emergency epipen
3. first aid rooms
4. major first aid kits / first aid crates
5. portable first aid kits
6. defibrillator

MWPS supports first aid by managing:

1. blood spills and bleeding students
2. syringe disposal/injuries.

**Note:** 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.

### **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 school's health centre 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.

## **POLICY IMPLEMENTATION**

### **School Nurse & First Aid Officers**

Consistent with the Department's First Aid Policy and Procedures, the school will allocate a nurse/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 Management**

#### **Emergency Telephone Numbers**

Poisons Information Service	13 11 26
Ambulance	000

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
- In the event of a student requiring medical attention, an attempt will be made to contact the parents/guardians or emergency contact before calling for medical attention except in an extreme emergency
- In serious cases, parents/guardians will be informed as quickly as possible of their child's condition and of the actions taken by the school
- It is the policy of the school that all injuries to the head (including face/nose) are reported to Principal Team Member and that parents/emergency contacts are contacted regarding the injury
- 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 MWPS first aid staff / admin will record the incident on Compass
- If first aid was administered in a medical emergency, Principal class will report the incident to the Incident Support and Operations Centre 1800 126 126
- If first aid was administered, the treatment will be recorded on Compass. Treatment details will also be stored in the school's health centre
- If first aid treatment is significant parents will be contacted by Compass message or telephone to inform them of the first aid measures administered to their child and the need to follow up with additional medical advice/ treatment
- 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 treatment. This is because they can mask signs of serious illness or injury. Only under written authorisation by a parent can medication (such as paracetamol/antibiotic) be administered. *see Medication policy*
- First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff and the location of the excursion
- Portable first aid kits will be available for staff on yard duty.

**\*\*\*\* See the Anaphylaxis and Asthma Policy & Procedures for further information.**

#### **School Nurse/First Aid Officer Duties**

The School Nurse / 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:

1. 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.
2. Providing first aid emergency awareness training for staff including emergency notification processes, a list of responsible officers and provision of emergency phone numbers.
3. Coordinating first aid duty rosters and maintaining first aid room and first aid kits
4. 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 \*anaphylaxis and asthma), management of severe bleeding, basic wound care, fractures, and soft tissue injury.
5. 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.
6. Providing input on first aid requirements for excursions and camps.

The School Nurse or 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 – examples include:
  1. First aid: Responding to Emergencies, Australian Red Cross
  2. Australian First Aid, St John Ambulance Australia (current edition)
  3. Staying Alive, St John Ambulance Australia, (current edition)
- wound cleaning equipment
  1. gauze swabs: 100 of 7.5 cm x 7.5 cm divided into small individual packets of five
  2. sterile saline ampoules: 12 x 15 ml and 12 x 30 ml
  3. disposable towels for cleaning dirt from skin surrounding a wound
- wound dressing equipment
  1. 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
  2. combine pads: twelve 10 cm x 10 cm for bleeding wounds
  3. non-allergenic plain adhesive strips, without antiseptic on the dressing, for smaller cuts and grazes
  4. steri-strips for holding deep cuts together in preparation for stitching
  5. non-allergenic paper type tape, width 2.5 cm–5 cm, for attaching dressings
  6. conforming bandages for attaching dressings in the absence of tape or in the case of extremely sensitive skin
  7. six sterile eye pads, individually packed
- bandages
  1. four triangular bandages, for slings, pads for bleeding or attaching dressings, splints, etc
  2. conforming bandages: two of 2.5 cm, two of 5 cm, six of 7.5 cm and two of 10 cm – these may be used to hold dressings in place or for support in the case of soft tissue injuries
- lotions and ointments
  1. 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
  2. any sun screen, with a sun protection factor of approximately 15+
  3. single use sterile saline ampoules for the irrigation of eyes
  4. creams and lotions, other than those in aqueous or gel form, are not recommended in the first aid treatment of wounds or burns
  5. asthma equipment (which should be in all major portable kits, camping kits, sports kits, etc)
  6. blue reliever puffer (e.g. Ventolin) that is in date
  7. spacer device
  8. alcohol wipes

Other equipment includes:

1. single use gloves – these are essential for all kits and should be available for teachers to carry with them, particularly while on yard duty
2. blood spill kits
3. vomit spill kits
4. one medicine measure for use with prescribed medications

5. disposable cups
6. one pair of scissors (medium size)
7. disposable splinter probes and a sharps container for waste
8. disposable tweezers
9. one teaspoon
10. disposable hand towels
11. pen-like torch, to measure eye-pupil reaction
12. two gel packs, kept in the refrigerator, for sprains, strains and bruises or disposable ice packs for portable kits
13. adhesive sanitary pads, as a backup for personal supplies
14. flexible 'sam' splints for fractured limbs (in case of ambulance delay)
15. additional 7.5 m conforming bandages and safety pins to attach splints
16. blanket and sheet, including a thermal accident blanket for portable kits
17. germicidal soap and nail brush for hand-cleaning only
18. one box of paper tissues
19. paper towel for wiping up blood spills in conjunction with blood spill kit
20. 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)
21. ice-cream containers or emesis bags for vomit.

Portable first aid kits / bum bags will contain:

1. a pair of single use plastic gloves
2. gauze and band-aids
3. tissues
4. First Aid passes

#### **Documents Relating this policy**

MWPS Anaphylaxis Policy & Procedures  
 MWPS Asthma Policy & Procedures  
 MWPS Health Care Needs  
 MWPS Medication Policy  
 MWPS Student Engagement, Wellbeing & Inclusion Policy  
 MWPS Camping Policy  
 MWPS Excursions & Incursions Policy  
 MWPS Bus Policy

#### **EVALUATION**

This policy will be reviewed as part of the school's regular evaluation cycle and will be reviewed in three years' time or as required.

<b>Policy Area:</b> <b>Student Wellbeing</b>	<b>Tabled at School Council:</b> <b>November , 2019</b>	<b>Next Review:</b> <b>2022</b>
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