

Skye Primary School  
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# FIRST AID POLICY



**2018**

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## **POLICY STATEMENT**

Skye Primary School and all Victorian Government schools have a responsibility to promote student engagement in learning and their wellbeing. At any one time, a student can have a health condition or care need that could impact on their attendance and participation within school. This can require short or long-term first aid planning, supervision for safety, routine health and personal care support and occasionally complex medical care needs. As a Victorian Government school it is our responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.

## **RATIONALE**

The Department acknowledges that early intervention is critical, especially in relation to a student with an identified health care need. It is essential that upon enrolment or when a health care need has been identified, the school has clear plans, processes and communication in place to support the student's health care. School staff have a duty or care to a student to take reasonable care to avoid risk or injury that are reasonably foreseeable.

First aid is an important aspect when creating a safe environment where children are secure and able to feel confident.

Skye Primary School is responsible for providing adequate first aid facilities and sufficient trained staff. Teachers and trained first aid personnel are required to provide first aid to students, staff, parents/guardians/carers and any visitors to the school.

## **IMPLEMENTATION**

Generally at the commencement of each school year, requests for updated first aid information, long term medication requests will be sent home, reminders to parents/guardians/carers of the school policies and practices used by the school to manage first aid, identified health needs and medication administration.

General organisational matters relating to first aid will be communicated to staff at the beginning of each year revisions of recommended procedures for administering asthma medication, EPI-PENS, diabetes management and other identified health needs will be communicated at this time.

Students diagnosed with asthma must have an asthma management plan developed in consultation with their doctor/medical practitioner and kept at the school. These children will have access to salbutamol and a spacer at all times, including camps and excursions. (Refer to asthma management policy for more information).

Students who are diagnosed at risk of anaphylaxis and allergic reactions must have an ASCIA action plan completed by their doctor/medical practitioner. These students must have access to antihistamine and or an EPI-PEN at all times. Including camps and excursions. (Refer to medication administration and anaphylaxis policies for more information).

Any serious injury will be reported to the DET's school securities services and other appropriate authorities.

No medication (except asthma medication and allergy/anaphylaxis medication) will be administered to students without the express permission of parents/guardian/carers.

Parents/guardians/carers who collect a student from school for any reason (other than an emergency) must sign the student out of the school in the register maintained at the school administration office.

All staff have the authority to call an ambulance in an emergency. If the situation and time permit, the staff member will confer with the First aid officer (or others) before deciding on an appropriate course of action. The principal must be kept informed at all stages.

It is recommended that all students have personal accident insurance and ambulance cover, as the School or DET do not provide this cover.

**All School camps and excursions will require:**

- signed medical forms for each student providing medical details, contact information and giving the teacher in charge permission to contact a doctor or ambulance should instances arise where their child requires treatment
- at least one Trained First aider in attendance
- a comprehensive first aid kit and mobile phone

**The school will support first aid by:**

- administering emergency treatment of injuries/health conditions and provide basic life support for staff,
- students, parents/guardians/carers and visitors to the school
- communicate children's health concerns and problems to parents/guardians/carers when considered necessary
- provide training to nominated first aid staff and resources to cater for administering first aid, and continue to maintain a sufficient number of staff trained in HLTAID003 – Provide First aid
- all staff are provided with anaphylaxis training
- encourage preventative measures to minimise emergency's and promote safety around the school grounds including when offsite on excursions
- ensure the School's first aid needs are met
- provide A first aid room, at least one major first aid kit, portable first aid kits for excursions and events, and asthma first aid kits
- ongoing staff education around blood spill, stick injuries (needle), infectious disease and contagious illness management

**Staff will support first aid by:**

- being familiar with Skye Primary School's first aid procedures
- fulfil the duty of care to students by providing first aid treatment within their limits, skill level, training and responsibilities
- attend training and professional development sessions arranged around and for first aid, asthma, anaphylaxis, diabetes, epilepsy and others as needed

**First Aid Officer, First Aiders and training**

Skye Primary School has a qualified First Aid Officer working out of the sickbay, the school also has nominated school First Aiders who are trained in first aid management, including managing blood and body fluid spills.

The Principal will ensure that Skye Primary School has a sufficient amount of trained staff throughout the school cohort as per the Occupational Health and Safety act 2004, WorkCover Victoria guidelines and Department of Education and training's guidelines.

**The First Aid officer will undertake a range of responsibilities including:**

- immediate first aid management of students
- identified health care need support
- undertaking student health support planning
- updating student health concerns with teachers and the Principal
- working with the OHS committee to undertake yearly first aid risk assessments
- working with the OHS committee to undertake yearly anaphylaxis risk assessments
- creating and updating Individual Management Plans (IMP's) for students who are at risk of Anaphylaxis or allergic reactions
- ensure all medications including salbutamol and Epi-Pens' supplied by parent/guardian/carers are within their use by date and notification to parent/guardian/carer when these medications need to be replaced
- undertake head lice checks as required
- promote health, wellbeing and safety throughout the school community
- purchase and maintenance of first aid supplies, first aid kits and general up keep of the Sick Bay
- report to the education department security services unit for first aid incidents requiring an ambulance to attend

**MEETING STUDENT FIRST AID NEEDS**

**Identified health need:** e.g. allergy, asthma, diabetes, epilepsy.

Students with an identified health need may require specific support whilst they are at school. It is the students Parent/guardian/carer's responsibility to provide the school with sufficient information and history of the child so that their needs can be met by staff whilst attending Skye Primary School.

All students with an identified health need will have a student health support plan which is created by the Schools First aid officer. They will also require a specific action plan depending on their health need signed off by a medical practitioner and updated annually or more often if required. Please also see related policies listed at the end of this document

These plans include the following:

- ASCIA action plan for anaphylaxis
- ASCIA action plan for allergic reactions
- epilepsy or seizure management plan

- diabetes management plan
- asthma action plan
- any other specific plan

### **Student feeling unwell:**

#### **If a student feels unwell, the First aid officer should;**

Assess a range of signs and symptoms including whether the child has a fever, students skin feels hot to touch or clammy, what does the students skin look like? Pale, flushed? Students of Sudanese and African decent will not look pale or flushed etc. rather mucous membranes (inside mouth, eyelids) will lose colour and look pale or blue.

Take action based on the summary of signs and symptoms. Immediately seek emergency assistance if there is: Any doubt about the student's condition or a sense that the students condition is deteriorating  
See also medical emergencies within this policy.

### **Student has a minor injury:**

If the student is in class, the teacher will assess their need to either stay in class or visit the sick bay. Students who are out in the yard over recess and lunch are required to see a yard duty teacher who will assess their need to attend the sick bay.

Note: all teachers have access to basic first aid supplies in their classroom and yard duty bags including Band-aids, minor dressings, saline, gloves chux wipes and hand sanitiser.

### **Medical emergencies and emergency response:**

Where ever possible, first aid will be administered by the First aid officer or other designated trained first aiders. However in an emergency other staff may be required to help within their level of experience.

Any student who is collected from school by parents/guardians/carers as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, neck or back where the First aid officer considers the injury to be greater than "minor" the incident will be reported and entered into CASES and the security services unit will be contacted.

### **Recording and reporting first aid treatment:**

Student first aid is documented on Sentral, which has the ability to print slips for student's to take home for notification of treatment. Skye Primary School also has carbon copy pen/paper to use as back up if required. For injuries to the head or of a more serious nature, the student's emergency contact will be called, if unable to speak with a message will be left (if possible) and the next emergency contact called.

### **Communication with parents/guardians/carers:**

The First aid officer/nominated first aiders/or school staff will attempt to call parent/carer/guardians for serious Injuries or concerns. If an ambulance needs to be called, staff will keep trying all other emergency contacts, if a Parent/guardian/carer is unable to be reached a member of Skye Primary School staff will escort the student via ambulance if they require to be transported to hospital.

### **First aid kits and Sick bay:**

A designated first aid room (sickbay) will be available for use at all times to allow provision of basic first aid care as well as first aid treatment such as minor cuts, scratches, grazes, bruising and other bodily injury. A comprehensive supply of basic first aid materials is stored in the first aid room (sickbay).

The first aid room (sickbay) will allow for:

- precautions against infection

- reassurance and comfort that preserves the individual's dignity and privacy
- employee and volunteer health, safety and welfare
- associated record keeping in accordance with privacy and confidentiality
- allow short term supervision and ability to summon further assistance if required
- disposal of sharps waste

First aid kits, will be available throughout the school, including science, art, PE/Sport and library. The school will maintain at least one major first aid kit and portable first aid kits for excursions camps and yard duty. The number of first aid kits will be determined on a yearly basis in consultation with the First aid officer.

Kits will be updated at the commencement of the school year and replenished on an ongoing basis. The contents of the kits will be dependent on:

- location of class rooms
- number of students enrolled at the school
- the nature of activities being undertaken

### **Infection control and standard precautions**

Treating bleeding students:

1. avoid contact with blood while comforting the student moving them to safety if required
2. put on single use gloves
3. for minor bleeding cuts/lacerations/grazes flush the wound using water checking for any foreign materials such as dirt, stones, splinters
4. pat the wound dry and apply waterproof dressing ensuring the wound is completely covered and if bleeding continues, apply additional pressure to the wound
5. for major bleeding, observe wound for foreign materials and apply pressure directly to the wound using gauze or combine. NB avoid using tissues, as they will stick to the wound. Whilst applying direct pressure approximate wound edges together if possible
6. once bleeding has ceased then clean the wound, pat dry the apply steri-strips of wound closure strips if possible, waterproof dressing/bandage also
7. for major bleeding wounds that will not cease contact must be made with the students parent/carer/guardian and depending on the severity an ambulance may be called
8. once student has been cleaned up of additional blood on their body, gloves to be removed and disposed of appropriately, hands washed in warm soapy water and dried thoroughly

**Managing blood and body fluid spills including urine, faeces and vomit**

Body fluid and blood spills should be treated as if the spill material is potentially infectious, regardless of origin be it student, teacher, visitor. All persons are treated the same as one another. Staff must follow standard precaution/infection control practices (see infectious diseases within related policies).

Staff have access to blood/body fluid spill kits, protective eyewear, disposable gloves, disposable aprons, absorbent materials and cleaning supplies to manage all spills.

**Sharps disposal and first aid treatment for stick injuries**

Located in the sickbay are sharps disposal canisters for needles/syringes/diabetes cannulas

Standard precautions must be followed whilst disposing of sharps;

1. obtain a rigid walled container e.g. specific sharps container, plastic or glass bottle
2. take the container to the sharp
3. pick up the syringe using the barrel or fat end, please note that using tongs is a dangerous way to pick up a syringe
4. drop the sharp into the container with the sharp end pointing downwards, being mindful to keep our other hand clear of the opening of the container
5. seal the container
6. contact can be made to the local council or health service for collection/disposal information

**Needle stick injury immediate actions:**

1. promptly flush the wound under running water (DO NOT squeeze or make the area bleed as this increases circulation to the area)
2. wash the wound with warm running water and liquid soap (with the exception of nose, eyes and mouth)
3. thoroughly pat-dry the area
4. apply a sterile waterproof dressing (such as an adhesive plaster) and as necessary apply pressure through the dressing if bleeding is still occurring
5. follow procedure in handling and disposal of sharps and place the syringe in a sealed container
6. Seek medical assistance

**Prevention practices**

A vaccine is available for Hepatitis B virus (HBV) but none for Hepatitis C (HCV) or HIV. Protection through vaccination is an important consideration for school first aiders.

**Related school policies**

Asthma Management Policy  
Anaphylaxis Management Policy  
Allergies Policy  
Diabetes Management Policy  
Epilepsy Management Policy  
Medication administration policy  
Emergency management policy  
Infectious disease policy

**References and Acknowledgments**

[www.education.vic.gov.au](http://www.education.vic.gov.au) – department of education Victoria

[www.nhmrc.gov.au/guidelines/publication/cd33](http://www.nhmrc.gov.au/guidelines/publication/cd33) - National Health and Medical Research Council

[www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) – National Code of Practice for the control of workplace Exposure to Hepatitis and HIV (blood borne) viruses