



# Ainslie Parklands Primary School

Respect - Responsibility - Resilience

## FIRST AID FOR STUDENTS & STAFF POLICY

Updated: May 2019 and August 2020

For specific information about Coronavirus (COVID-19) please refer to the school's Policy and to the [Coronavirus advice](#) on the Department's website below for information and updates.

### PURPOSE

To ensure Ainslie Parklands Primary School understands what is required to ensure the first aid needs of students and staff at school or on approved school activities are met.

### SCOPE

The Principal and all staff members have an obligation to be 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. First aid for anaphylaxis [and asthma, diabetes and other specific medical conditions] is provided for in the school's:

- *Anaphylaxis Management Policy*
- *Asthma Management Policy*
- *Diabetes Management (Types 1 & 2) Policy*
- *Epilepsy & Seizure Policy*

### DEFINITION

The goal of first aid is not to diagnose or treat the condition.

First aid involves emergency treatment and support to preserve life through clearing and maintaining open airways, restoring breathing or circulation, monitoring wellbeing until the person recovers or is transferred into the care of ambulance paramedic, doctor or nurse, protecting a person, particularly if they are unconscious, preventing a condition worsening and promoting recovery.

### POLICY

The school will plan for the first aid needs of students and staff at school or on approved school activities. The school will support visitors to the school who are in need of first aid. The school will support first aid by:

- ensuring the school's first aid needs are met
- providing:
  - asthma kits
  - first aid rooms
  - major first aid kits
  - portable first aid kits
- managing:
  - blood spills and bleeding students
  - syringe disposal/injuries

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Note: To display a photo of a student and to describe their health care needs requires consent from parents/carers.

The First Aid Coordinator will undertake a range of responsibilities including:

- taking a lead role in supporting teachers and the Principal/Assistant Principal in health support planning
- having knowledge of:
  - all students with a support or management plan
  - the first aid response noted in the plans ensuring that children's emergency contact details are up to date
  - ensuring all medications supplied by the children are within their use-by date
  - working with staff to conduct regular:
    - reviews of management strategies
    - risk assessments
    - developing strategies to raise awareness in the school community about health and safety issues

The school will ensure that First Aid Officers have completed a recognised first aid training course that meets the requirements of Provide First Aid — HLTAID003 and Cardiopulmonary Resuscitation (CPR) — HLTAID001. Basic First Aid training (HLTAID003) must be completed every three years, while a refresher course in CPR (HLTAID001) must be completed annually.

## Facilities

Facilities for first aid will allow for:

- precautions against infection
- reassurance and comfort, with a safe level of privacy; dignity; comfort and independence.
- employee and volunteer health, safety and welfare
- associated record keeping in accordance with privacy and confidentiality
- short-term supervision and the ability to summon further assistance if required

Adequate infection and prevention control **must** be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must **always** be adhered to:

- cover cuts and abrasions with water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids
- wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes
- wear a mask, eye protection and a gown where there is a risk of splashing blood or other body fluids
- remove any broken glass or sharp material with forceps or tongs and place in sharps container
- wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

Where a blood/biological spill has occurred, the following must be adhered to:

- isolate the area where the incident occurred
- clean up blood and other body fluids spills with disposable paper towels/tissues or by using a Biohazard Spill Kit
- use hospital grade disinfectant (use 5ml of bleach to 500ml of water) to sanitise the area
- dry the area with disposable paper towels/tissues after clean-up (as wet areas attract contaminants)
- where a spill occurs on carpet, shampoo as soon as possible. Do not use disinfectant. Steam cleaning may be used instead
- Items such as scissors and tweezers are to be cleaned and disinfected/sterilized after use.

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- Contaminated waste (e.g. dressings, wipes, cleaning cloths, nappies, human tissue, and blood and laboratory waste) should be disposed of in:
- appropriate biohazard waste containers/bags; or
- in the general waste in suitably labelled bags (bags are to be double bagged); or
- Sanitary Waste Bins.

Sharps should be disposed of in a sharps' container. All sharps containers must be compliant with AS 4031: Non reusable containers for the collection of sharps medical

## Staffing

The Principal will ensure there is always a first aid officer who can assist an injured or ill person and has current qualifications covering all the school's first aid requirements.

Where possible, first aid will 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.

The Principal will ensure sufficient staff are trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the DET's First Aid Policy and maintain a register of trained staff.

Please refer to the attached OHS Minimum First Aid Facilities schedule.

Training includes basic first aid knowledge and where required additional first aid modules such as asthma management, administration of the EpiPen™ or specific training for excursions and other educational programs or activities.

For the names of the school's trained first aid officers please refer to the First Aid Summary Sheet (please refer to separate document).

**First Aid Kits.** The school will maintain:

- A major first aid kit which will be stored in the First Aid Room.
- An appropriate number of portable first aid which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored in each wing of the school and in the First Aid Room.
- The Office Administration staff member will be responsible for maintaining all first aid kits.

## 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 First Aid Room 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.

## 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.

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- 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 school will notify parents/carers by sending a note home to parents/carers.
- 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 school will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 03 9859 6266.

## General first aid procedures for staff and students

Staff will apply basic first aid with DRSABCD:

- **Danger** — always check for any danger to you, any bystanders and then the injured student. Staff should not put themselves in danger when assisting an injured or sick student
- **Response** — check if the student is conscious by seeing if they will respond when you talk to them, touch their hand or squeeze their shoulder
- **Send for help** — call 000
- **Airway** — check the student’s airway is clear and they are breathing
- **Breathing** — check for breathing (look for chest movements, listen for air coming through the student’s mouth or nose or feel for breathing by placing a hand on the lower part of the student’s chest)
- **CPR by trained staff** — if the student is unconscious and not breathing, apply CPR (cardiopulmonary resuscitation)
- **Defibrillator** — if the student is unconscious and not breathing, apply an automated external defibrillator (AED) if one is available if trained to do so. Some AEDs are not suitable for children so ensure the device is checked for suitability.

Important note: Staff must only apply first aid in line with their skills and level of training. When first aid has been administered to staff the incident is to be reported onto [eduSafe](#) (login required).

When first aid has been administered to a student the incident is to be reported onto CASES21.

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.

## OHS Requirements

Consistent with OHS practices and in consultation with the OHS Committee, the Principal or her/his nominee, will conduct a first aid risk assessment annually.

The assessment will include:

- size and layout of the school
- high risk areas (technology, oval, adventure playground)

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- number of campuses
- the number of staff and students in the school
- the nature of **hazards**
- the previous **incidents** and injuries
- authorised after-hours programs
- the nature and location of regular school excursions and camps school, leased or owned vehicles
- location of the school (for example, proximity to medical facilities)

The Principal or his/her delegate will ensure that regular inspections of first aid facilities, including a review of the first aid kits on site, are scheduled into the **OHS Activities Calendar** or equivalent template and conducted using the **First Aid Kit Contents Checklist** or equivalent template.

The first aid officer also will ensure that first aid kit contents are restocked within date, as required.

## FURTHER INFORMATION AND RESOURCES

The school will access the following templates, checklists and forms

**First Aid Risk Assessment Template (Word)** —used to assess the first aid requirements of the workplace

**The First Aid Summary Sheet (Word)** —must be completed and should include the details of the current First Aid Officer(s) and be displayed in:

- in the First Aid Room or Sickbay
- in close proximity to First Aid Kits, and
- on the OHS Notice Board

**Medication Authority Form** (login required) — for all medication to be administered by the school

Reference:

<https://www.2education.vic.gov.au/pal/first-aid-student-staff>

- In addition to the above, please refer also to the school's *Care Arrangements for Ill Children Policy*, the *Duty of Care Policy*, *Reporting & Managing School Incidents (Including Emergencies) Policy*, *Health Care Needs Policy*, *Blood Spills/Open Wounds Management Policy*, *Medication*, *Infectious Diseases and the Blood-Borne Viruses Policies*, *Supervision of Students Policy* and the *Occupational Health & Safety Policy*.

## REVIEW PERIOD

This policy, first developed in this format in May 2019 and updated in July 2020, will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late July 2020).

A mandatory policy FOR VRAQ purposes  
School Council Approval No Longer Required

Although an operational policy, the Principal may choose to present the policy to School Council for noting

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Number of staff and students	First aid officers required The minimum acceptable level of training is HLTAID003 Provide First Aid	
Less than 50	1	
50 to 199	2	
200 to 399	4	
400 to 599	6	
600 to 799	8	
800 to 999	10	
>1000	10 plus 1 first aid officer for every additional 100 staff and students	
Where access is limited to medical and ambulance services (for example, remote workplaces, school field excursions etc.)	2 additional first aid officers for every category	
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc.)	2 additional first aid officers for every category (minimum level 2 trained)	2 additional first aid kits for every category

## School Specific Policy

### 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/carer 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 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.

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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.

## Procedures for Medical Treatment

In the event of a student requiring medical attention, an attempt will be made to contact the parents/carers before calling for medical attention except in an extreme emergency.

In serious cases, parents/carers will always be informed as quickly as possible of their child's condition and of the actions taken by the school.

All serious accidents and injuries will be recorded on the Department's injury management system.

A Record of First Aid Treatment will be kept in the First Aid Room and information recorded for all students treated. A first aid slip will be filled in and sent home with the student indicating date and time of attendance in the First Aid Room, the treatment given and the person administering the first aid.

It is the policy of the school that all injuries to the head are reported to the Principal Team Member in charge of First Aid and that parents/emergency contacts are contacted regarding the injury.

## First Aid Kits and Equipment

A well-stocked First Aid Room compliant with DET Guidelines will be maintained with basic First Aid Kits available in all studios.

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 basic first aid kits will also be available for staff on yard duty.

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