

# First Aid Policy

## Avondale Primary School



### Commitment to Child Safety

*Avondale Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision making. Avondale Primary School has zero tolerance for child abuse.*

*Avondale Primary School is committed to providing a child safe environment where children and young people are safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and / or linguistically diverse backgrounds, international students, vulnerable children as well as the safety of children with a disability.*

*Every person involved in Avondale Primary School has a responsibility to understand the important and specific role he/ she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.*

### PURPOSE

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



#### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9318 1755.

### SCOPE

The school has clear procedures in place for managing student health.

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

- *Anaphylaxis Policy*
- *Asthma Management Policy*

### POLICY

From time to time Avondale Primary School 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.

### Staffing

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 are recorded in the First Aid Administration folder and our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training. Level 2 trained First Aid officers are listed in the First Aid room, classrooms and on the OHS noticeboard.

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

This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan and OHS procedures.

At the beginning of 2022 Avondale Primary School's trained Level 2 first aid officers are:

- Jill BENHAM
- Di CUNNINGHAM
- Frances FERRARO
- Bettina HANDLEY
- Elle KIMPTON
- Sue KITANOVSKI
- Natalie LOGRASSO
- Kendall LUMBY
- Lisa NEEDHAM
- Maria ROACH
- Joe SCARFO

### First Aid Officer Duties

Nominated First Aid Officers specific duties include:

- 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 in First Aid room incident log book. 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.

The First Aid Officers 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.**

Avondale Primary School requires a Level 2 trained staff member accompanies all excursions, camps and other offsite school activities.

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### **First Aid Coordinator**

**The nominated First Aid Coordinator at Avondale Primary School is Sue Kitanovski.**

#### **Specific duties of the First Aid Coordinator 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 First Aid officers and provision of emergency phone numbers.
- Maintaining First Aid room and First Aid kits
- Providing input on first aid requirements for excursions and camps
- 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. This also includes recording the incident on CASES21 and Compass. If first aid was administered in a medical emergency, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126.
- 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.

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### First Aid Summary Sheet 2022

#### General

LOCATION ADDRESS: **24 Wood Street, Avondale Heights 3034**  
NEAREST CROSS STREET: **Corner of Clarendon and Sydney Streets**

**First Aid Room located next to MAIN OFFICE**  
**FIRST AID BAGS LOCATED IN FIRST AID ROOM**

#### Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on 13 11 26 or call 000 in an event of an Emergency

First Aid Officers – Completed Provide First Aid (HLTAID011/HLTAID003)



~~06000800~~  
**Jill Benham**  
Principal



**Sue Kitanovski**  
Office



**Lisa Needham**  
LC4, Rm 12A



**Maria Roach**  
LC4, Rm 7



**Elle Kimpton**  
LC2, Rm 8



**DI Cunningham**  
Canteen



**Joe Scarfo**  
Assistant  
Principal



~~06057880~~  
**Natalie LoGrasso**  
LC1, Rm 11



**Bettina Handley**  
LC2, Rm 1



**Kendall Lumby**  
LC2, Rm 3



**Frances Ferraro**  
LC1, Rm 7

#### Warden/Incident Controllers

Name: Jill Benham Work location: \_\_\_\_\_  
Name: Joe Scarfo Work location: \_\_\_\_\_  
Name: Carol Broadhurst Work location: \_\_\_\_\_

Evacuation Assembly Point (at least 200 metres away from work area)  
**South-west corner of school oval – See Evacuation Sheet displayed in all areas**

Nearest Medical Centre

Telephone: **9331 1918**  
Address: **280 Milleara Rd. Avondale Heights VIC 3034**

Nearest Hospital

Telephone: **8345 1333**  
Address: **176 Furlong Road, St. Albans 3021**

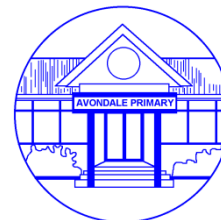
#### Incident Support Operations Centre (ISOC)

Available 24 hours a day, 7 days a week on 1800 126 126

Reviewed ~~February 2022~~

#### Emergency Telephone Numbers

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Emergency Telephone Numbers are displayed in main office, OHS noticeboard and sickbay. Student emergency contact details are located in the **red folder** on the main office bookshelf or accessible via Compass.

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 kits

Avondale Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Room, Building 1
- 3 portable first aid kits for yard duty and 2 excursion/camp first aid kits will be made available for use. The portable first aid kits will be stored in the First Aid Room, Building 1
- Sue Kitanovski, First Aid Coordinator will be responsible for maintaining all first aid kits.

First aid kits will be available for all groups that leave the school on excursions and camps. 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 supplies will be available for staff on yard duty in the yard duty bags. These kits will contain:

- a pair of single use plastic gloves
- gauze and band-aids
- record book & pen
- First Aid passes
- Generic junior & adult epipen
- Asthma inhaler & disposable spacer

Basic first aid kits are also located throughout the school for quick access should the need arise including the BER, canteen and classrooms.

### First Aid Kit Contents

Consistent with the Department's First Aid Policy and Procedures the school will maintain a First Aid Kit in the sickbay that includes the following items:

- an up-to-date first aid book – examples include:
  - First aid: Responding to Emergencies, Australian Red Cross
  - Australian First Aid, St John Ambulance Australia (current edition)
  - Staying Alive, St John Ambulance Australia, (current edition)
- wound cleaning equipment
  - gauze swabs: 7.5 cm x 7.5 cm divided into small individual packets of five
  - sterile saline ampoules: 15 ml and 12 x 30 ml
  - disposable towels for cleaning dirt from skin surrounding a wound
- wound dressing equipment
  - sterile, non-adhesive dressings, 5 cm x 5 cm, 10 cm x 10 cm for larger wounds
  - combine pads: 10 cm x 10 cm for bleeding wounds
  - non-allergenic plain adhesive strips, without antiseptic on the dressing, for smaller cuts and grazes
  - 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

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- the case of extremely sensitive skin
- sterile eye pads, individually packed
- bandages
  - triangular bandages, for slings, pads for bleeding or attaching dressings, splints, etc
  - conforming bandages: 2.5 cm, 5 cm, 7.5 cm and 10 cm – 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 used at Avondale Primary School
  - any sun screen, with a sun protection factor of approximately 15+
  - single use sterile saline ampoules for the irrigation of eyes
  - creams and lotions are not used at Avondale Primary in the first aid treatment of wounds or burns
  - asthma equipment (reliever inhalers (in date) and one off disposable spacers are part all major portable kits, camping kits, sports kits, etc)
  - alcohol wipes

### Other equipment includes:

- single use gloves – these are essential for all kits and are 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
- disposable hand towels
- ice gel packs, kept in the refrigerator, for sprains, strains and bruises and disposable ice packs for portable kits
- adhesive sanitary pads, as a backup for personal supplies
- blanket and sheet, including a thermal accident blanket for portable kits
- germicidal soap and nail brush for hand-cleaning only
- 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
- ice cream containers, buckets or emesis bags for vomit.

### Care for ill students

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Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to First Aid room in Building 1 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. All staff at Avondale Primary School will observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

If a student feels unwell they will be sent to the sick bay where staff will:

- assess a range of signs and symptoms
- take action based on the signs and symptoms
- treat minor injuries only. For more serious injuries a level 2 first aid trained staff member will provide assistance.
- contact parents/carers to request that they take their children home where necessary
- immediately seek emergency assistance where necessary. All teachers have the responsibility and authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- contact parents to obtain permission to administer medications provided by parents according to indicated dosages.

Any students in the sickbay will be supervised by a staff member at all times

### 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 where the student remains at school, Avondale Primary School will notify parents/carers by:
  - sending a slip home to parents/carers which includes date and time of attendance in the sick bay, nature of injury and treatment provided
  - It is the policy of the school that all injuries to the head regardless of severity are reported to parents/emergency contacts by phone as soon as practicable.
  - In the cases of basic treatment at school for minor injuries such as grazes and minor knocks requiring application of icepacks for minimal duration, parents will not be contacted. All students visiting sickbay however, regardless of illness or injury will be recorded in the sickbay log book.

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- 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 Avondale Primary School will:
  - record the incident in the sick bay log book or camps/excursions folder
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126.

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.

### **Blood spills equipment & procedure**

Any student with injuries involving blood must have the wound covered at all times. If blood has been spilt on clothing, students will be provided spare clothing items if possible or parents contacted to arrange a change of clothes.

Equipment to deal with blood spills is kept in the locked cupboard in the First Aid room and the correct procedures for cleaning of such spills are displayed on the wall of the First Aid room as per OHS and DET requirements.

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- included in staff induction processes and staff training
- accessible to staff on Google Drive Online Staffroom and discussed at staff briefings/meetings as required
- reminders in our school newsletter
- hard copy available from school administration upon request

### FURTHER INFORMATION AND RESOURCES

- Administration of Medication Policy
- Asthma Management Policy
- Anaphylaxis Policy
- Health Care Needs Policy

### POLICY REVIEW AND APPROVAL

Policy reviewed and approved	9th August 2021
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Consultation	First Aid Coordinator 31 <sup>st</sup> July 2021 School staff 9 <sup>th</sup> August 2021
Approved by	Principal: Jill Benham
Next scheduled review date	17 <sup>th</sup> August 2024