



RESPECT – RESPONSIBILITY – RESILIENCE – DOING YOUR BEST



WILLIAMSTOWN NORTH PRIMARY SCHOOL No 1409

First Aid Policy & Procedures

Date: November 2018

1. Rationale

Student health and wellbeing is of the utmost importance to staff at Williamstown North Primary School. 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.

The school has a legal and moral responsibility to provide adequate training and resources to ensure that effective First Aid is available to all students, staff or visitors when in need.

The school employs a School Nurse to ensure a high standard of assessment and First Aid is provided to the whole school community.

2. Aims

This policy will ensure that:

- 2.1 All staff, including Teachers and the School Nurse are 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.
- 2.2 The school site is supplied with the resources and training necessary to provide effective initial treatment in the event of sudden illness or injury to students, staff or visitors to the school.
- 2.3 Preventative measures are continually employed as part of the school's broad risk management framework, including the development of procedures to minimise emergency situations and promote safety awareness.
- 2.4 Appropriate First Aid is given to students, staff and all visitors to the school.

3. Duty of Care

Under Victorian law, Principals and Teachers are held to a high standard of care in relation to students. The duty requires them to take all reasonable steps to reduce risk, including ensuring that first aid assistance is provided to a sick or injured student.

The School Nurse is the key staff member on site to provide First Aid to students and staff. When the School Nurse is not immediately available, admin and teaching staff with a 'Provide Cardiopulmonary Resuscitation' (**HLTAID001**) or 'Provide First Aid' (**HLTAID003**) Certificate are required to provide assistance.

The treatment of illness/injury should be limited to those areas in which the person has received recognised training.

4. Policy Context

Williamstown North Primary School is bound by the Department of Education (DET) First Aid and related policies. In broad terms, this means that Williamstown North Primary School must:

- Provide First Aid facilities; and
- Ensure sufficient staff are trained in First Aid under the provisions of the Occupational Health & Safety Act 2004 and the Department's First Aid and Infection Control advice.

The School Nurse is guided by the Australian Nursing and Midwifery Federation's (ANMF) National School Nursing Professional Practice Standards, 2nd Edition (see Appendix).

5. Definitions

5.1.1 First Aid is defined as emergency treatment and life support provided to staff, students and visitors who suffer injury or illness while at work/school.

5.1.2 A First Aid Officer is a staff member who has a certificate in HLTAID001 or HLTAID003 and may be called upon to provide First Aid.

5.1.3 The School Nurse is a staff member who is currently registered with the Australian Health Practitioner Regulation Agency (AHPRA).

5.1.4 School Nurses provide holistic care to the whole school community, including physical and mental health first aid, primary health care, cultural competence, early detection and early intervention, health promotion, prevention of illness, health education, chronic condition management, emergency and crisis care, sports health, health counselling, service delivery and resource management.

School Nurses undertake a range of responsibilities including:

- taking a lead role in supporting Teachers and Principals in health support planning,
- having knowledge of all students with a support or management plan, and the first aid response noted in the plans,
- ensuring all medications are administered as per the school's Medication Policy,
- working with staff to conduct regular reviews of management strategies and risk assessments, and the development of strategies to raise awareness in the school community about health and safety issues.

6. Implementation

6.1 First Aid Trained Staff

6.1.1 The school ensures there are, at any time, the required number of trained First Aid Officers (as per DET Policy).

6.1.2 Where possible, First Aid should only be provided by staff who have been designated as the School Nurse or First Aid Officer. However, in

an emergency, other staff may be required to help within their level of competence.

6.1.3 Wherever possible, at each Professional Learning Team (PLT) there will be at least one staff member who has received their HLTAID 001 and HLTAID003 certificate.

6.1.4 All First Aid Officers are provided with immunisation against Hepatitis A & B on request.

6.2 Staff First Aid Awareness & Training

6.2.1 All staff are annually trained in accordance with the school's Anaphylaxis Policy & Procedures, in Anaphylaxis First Aid, 6 monthly briefings and every two years an online assessment is completed.

6.2.2 All staff complete the three yearly online assessment in accordance with the school's Asthma Policy.

6.2.3 The school will maintain a database of all staff that are HLTAID001 and HLTAID003 certified to ensure they have current qualifications and this will be on displayed in required areas such as the Health Hub, and all areas where there is a kitchen such as the staffroom, the Butterfly Room, the Canteen and the Junior Learning Centre.

6.3 First Aid Procedures

6.3.1 The School Nurse or First Aid Officer will generally attend to illnesses and injuries in the Health Hub, making a thorough assessment of the child's injury/illness.

6.3.2 Parents/Guardians of an injured/ill student will be contacted to take their child home. The student will be 'checked out' on Compass Chronicle with the admin staff at the front office and leave from the Health Hub.

6.3.3 When a student presents with a serious injury/illness, the school may call an ambulance to provide further First Aid without waiting for parent/guardian consent. Parents/Guardians will be notified immediately of this course of action.

6.4 Reporting

6.4.1 A Health Hub Pass is filled out by staff documenting any injury/illness of students requiring First Aid throughout the school day. In most cases this will be filled out before students are sent to the Health Hub.

6.4.2 Students seen in the Health Hub have presenting information logged into Compass Chronicle. This includes check in/check out time, illness/injury, location it occurred, treatment provided, outcome, severity rating and any further comment. This information is sent via an automated email notification system to the parents/guardians. This system is used for all Health Hub presentations.

6.4.3 A phone call will be made for an injury/illness of concern, such as one that requires ongoing monitoring, early leave from school or referral to a doctor, dentist or emergency department.

6.4.4 Accidents deemed to be of a more serious nature will be entered into CASES21 (DET software).

6.5 First Aid Kits

- Major First Aid kits are located in the Health Hub.
- Each class has its own basic First Aid kit that is kept in each teacher's office and taken on Excursions.
- Additional comprehensive First Aid kits will be provided for camps.
- Yard duty bags are equipped with minor First Aid supplies. As per the school's Student Supervision Policy staff can attend to minor first aid treatment without documentation.

6.6 Medical Records & Administration of Medicines

6.6.1 Medical Records

- Each year a request for updated medical information will be sent home including a request for any Asthma Action Plans, high priority medical forms, and reminders to parents/guardians of the policies and practices used by the school to manage First Aid, illnesses and medications.

Parents/Guardians are to ensure that they:

- update contact details on compass or with the front office,
 - keep the school informed of medical conditions and appropriate history of students.
- The collection, use and disclosure of this information will be in accordance with the school's Privacy Policy.
- All records of students with medical conditions, including Epilepsy, Allergies, Asthma and Anaphylaxis are stored in Cases and Compass. Individual student Actions Plans are on display in the Health Hub.
- For students with Allergies, Asthma, Anaphylaxis, and Epilepsy requiring Emergency Medication administration, an individual kit containing the student's Action Plan, medication and related equipment alongside a photo for identification, is stored in the Health Hub. Teachers must take individual kits on camps and excursions. Teachers must sign these out and back in.

6.7 Procedures to Minimise Emergency Situations/Safety Awareness

- Upon enrolment to the school all students with medical conditions are identified. It is the parents/guardians responsibility to keep the school informed and updated on pre-existing or new conditions, such as Asthma, Allergies, Anaphylaxis, Epilepsy or heart conditions.
- A current Asthma Action Plan, Allergic Reaction Action Plan, Anaphylaxis Action Plan or Epilepsy Management Plan is requested by the school for all students with these conditions and is required to be reviewed annually with a GP.
- Every classroom and learning space in the school will have a clearly displayed poster of all students who suffer Allergic Reactions and Anaphylaxis.

6.8 First Aid – Offsite Activities

In accordance with the school's Camping Policy, all school camps will have at least one certified staff member (holding the HLTAID001 and HLTAID003 award) at all times. This person will be the designated First Aid Officer for the duration of the Camp.

The First Aid Officer will be required to: -

- Keep medical details of all students who attend,
- Highlight students with specific medical needs including medication,
- Oversee the administration of medication,
- Attend to all students who are in need of medical attention,
- Record details of treatment of any illnesses and accidents.

A comprehensive First Aid kit will accompany all camps, along with a mobile phone.

All children attending Camps must provide a signed Medical Form providing medical details and consent to contact a doctor or ambulance should instances arise where their child requires treatment.

7. Evaluation and Review



This policy shall be reviewed as part of the Williamstown North Primary School's cyclical policy review process conducted by school council and updated, if required. It will also be reviewed sooner if required by DET, changes to the legislation or through a change in government policy.

8. References & Related Policies

- Privacy Policy
- Medication Policy
- Camping Policy
- Anaphylaxis Policy
- Asthma Policy
- Australian Nursing and Midwifery Federation's National School Nursing Professional Practice Standards, 2nd edition. Link:
[http://anmf.org.au/documents/reports/School Nr National Standards.pdf](http://anmf.org.au/documents/reports/School_Nr_National_Standards.pdf)

Appendix 1:

Blue Health Hub Passes – located in Yard Duty Bags

 Health Hub Pass - Williamstown North Primary School			
Time of accident/illness: _____ am/pm			Date: ____ / ____ / ____
Full Name of child:			Class:
Area A Play Equipment Open Space	Area B Play Equipment Basketball Court Greenfield	Area C Tasmania Basketball Court Lego Area	Teaching Space <ul style="list-style-type: none">- Classroom- PE- Pre Existing- Excursion- Other
Details of Accident/Illness: _____ _____ _____			
Full Name of Teacher (please print)			 FIRST AID

Definition

The Health Hub

- The Health Hub is a room in the school provided for the assessment, treatment and care of injured or unwell staff, students and visitors.
- Located in the Health Hub is an Automated External Defibrillator (AED), Epi-Pens, Ventolin and other medications, Student Health/Action Plans and a comprehensive supply of First Aid Materials.
- It is the responsibility of the School Nurse to maintain and equip this room.

Provide Cardiopulmonary Resuscitation (CPR) HLTAID001

This nationally recognised course enables participants to gain the knowledge and skills to manage a life threatening emergency using basic life support measures including CPR.

The course topic covers: - how to respond in an emergency situation, application of appropriate first aid procedures and communicating details of the incident.

First aiders will need to demonstrate: -

- Competent CPR on an adult and infant manikin.
- Participate in a first aid scenario, involving the use of an Automated External Defibrillator (AED).
- Apply first aid procedures for a variety of first aid conditions.
- Complete a written assessment.

Provide First Aid HLTAID003

This nationally recognised course develops the knowledge and skills to provide first aid including CPR, to coordinate first aid until the arrival of medical assistance and effectively communicate and document the incident.

The course topic covers: - responsibilities of the first aider, infection control, bleeding and shock, angina, fractures, soft tissue injuries, head injuries, epilepsy, heart attack, seizures, asthma, poisoning, burns, safety and injury prevention, fainting, diabetes, eye injuries and sprains.

First aiders will need to demonstrate: -

- Competent CPR on an adult and infant manikin
- Participate in three first aid scenarios
- Apply first aid procedures for a variety of first aid conditions
- Complete a written knowledge assessment.

This Policy has been ratified by School Council: November 2018