



NEERIM SOUTH PRIMARY SCHOOL

First Aid – Incidents & Action



Respect

Learning

Teamwork

Perseverance

1. Rationale

- 1.1. 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.
- 1.2. This policy needs to be read in conjunction with:
 - 1.2.1. [..\3.3 Student Care\3.3\(a\) Care Arrangements for students with Medical Conditions Policy - valid to 20211016.docx](#)
 - 1.2.2. [3.4\(c\) First Aid - Planning - valid to 20190906.docx](#)
- 1.3. The school has a responsibility to provide equitable access to education and respond to diverse student needs, including health care needs.

2. Definition

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
- protect a person, particularly if they are unconscious
- prevent a condition worsening
- promote recovery.

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

3. Emergency Phone Numbers

3.1. AMBULANCE	000
3.2. POISONS INFORMATION SERVICE	13 11 26
3.3. NURSE ON CALL	1300 60 60 24

4. Implementation

4.1. Major Incidents

Delays could compromise safety. See DRSABCD Chart and Injury Fact Sheets

First aid trained staff should not wait for parent or guardian approval to take emergency action.

The first-aider will seek emergency assistance in situations where his or her training is not sufficient to keep the student safe.

The first-aider should, however, notify the child's or student's emergency contact person as a matter of priority to inform him or her of the action taken.

4.2. Minor Incidents

Type	Description	Steps
Minor injury	When using an icepack to treat a minor injury such as a bump or bruise:	<ul style="list-style-type: none"> ○ Do not apply directly to skin ○ Remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative.
Student feeling unwell	If a student feels unwell schools should:	<ul style="list-style-type: none"> ○ No medication including, headache tablets, will be administered to children without the express written or verbal permission of parents or guardians. ○ assess a range of signs and symptoms including: <ul style="list-style-type: none"> ▪ whether the student has a fever ▪ whether the student’s skin feels warm/hot to touch ▪ if the student looks pale but has flushed cheeks ▪ whether the student indicates that they feel hot <ul style="list-style-type: none"> ● Note: The specific temperature is not the main indicator ○ take action based on the summary of signs and symptoms ○ immediately seek emergency assistance, if there is: <ul style="list-style-type: none"> ▪ any doubt about the student’s condition, or ▪ a sense that the student’s condition is deteriorating.
Treating bleeding students	Avoid contact with the blood while comforting the student, moving them to safety if required	<ul style="list-style-type: none"> ● Put on single-use gloves. ● Flush the wound using warm water. ● Wash the wound using warm water and soap. ● Pat dry the wound and apply a waterproof occlusive dressing ensuring the wound is: <ul style="list-style-type: none"> ○ covered completely ○ and if bleeding continues, apply additional pressure using either a hand or firm bandage. ○ Note: all cuts and abrasions should be covered with a waterproof occlusive dressing at all times. ● Remove any linen stained with blood or body fluids and substances. Place them in leak-proof plastic bags until they can be cleaned by a commercial laundry or linen cleaning service, or disposed of.

Type	Description	Steps
		<ul style="list-style-type: none"> Remove gloves and place them in a sealable plastic bag and place in the biohazard container in the first aid room. Wash hands in warm soapy water and rinse before pat-drying thoroughly.
Managing blood spills ¹	Blood spills should be treated as if the blood is potentially infectious	<ul style="list-style-type: none"> Put on single-use gloves and avoid direct contact with blood or other body fluids. Use paper towels to mop up the spill. Dispose of the paper towels in the biohazard container in the first aid room. Wash the area with warm water and detergent, then rinse and dry the area. Note: Take care not to splash. Remove gloves and place them in the biohazard container in the first aid room, which should be a part of the school first aid kit. Wash hands in warm soapy water and rinse thoroughly before pat-drying. If re-usable items were used such as scissors or single-use tweezers, then an assessment must take place to consider how the item was used and determine the appropriate decontamination method. Example: If re-usable items are contaminated with blood or other body substances, they should be disposed of in a sharps or biohazard container. If they are not contaminated, they should be washed and dried. Single use items should be disposed of appropriately and replaced. For further advice contact the Department's OHS Advisory Service on 1300 074 715.
Anaphylaxis		<ul style="list-style-type: none"> 3.4(c) FS_allergic-anaphylaxis.pdf Anaphylaxis-trained staff are authorised to administer adrenalin via an Epi-pen
Asthma		<ul style="list-style-type: none"> 3.4(c) FS_asthma.pdf

5. Communication with parents

- 5.1. For medical emergencies, including any injury to the head, face, neck or back, the parents/guardians must be contacted by the school as soon as possible to keep them informed of the situation and actions taken.
- 5.2. For serious injuries/illnesses, the parents/guardians must be contacted by the school as soon as possible so that professional treatment may be organised.
- 5.3. Parents of ill children will be contacted to take the children home.
- 5.4. School procedures should ensure parents/guardians are aware of², this policy with its associated obligation for payment by families for ambulance and other emergency services.

6. Recording Actions Taken/Medical Treatment

- 6.1. Parents who collect children from school must sign the child out of the school in a register maintained in the school office.

¹ See <http://www.education.vic.gov.au/school/principals/spag/health/Pages/blood.aspx>

² Parents/guardians are notified via the school newsletter biannually and on the camp/excursion information packs.

- 6.2. Any student who:
- 6.2.1. is collected from school by parents/guardians as a result of an injury, or
 - 6.2.2. is administered treatment by a doctor/hospital or ambulance officer as a result of an injury,
or
 - 6.2.3. has an injury to the head, face, neck or back, or
 - 6.2.4. where a teacher considers the injury to be greater than “minor” will be reported:
 - 6.2.4.1. to the Department of Education, and
 - 6.2.4.2. entered onto CASES
 - 6.2.4.3. a report being logged to Security Alert 9589-6266.

7. References

7.1. Links which are connected with this policy are:

- [3.4\(c\) First Aid - DRABCD Chart - ehs_drsabcd_a3.pdf](#)
 - [3.4\(c\) FS adult CPR.pdf](#)
 - [3.4\(c\) FS allergic-anaphylaxis.pdf](#)
 - [3.4\(c\) FS asthma.pdf](#)
 - [3.4\(c\) FS fractures.pdf](#)
 - [3.4\(c\) FS snakebite.pdf](#)
 - [3.4\(c\) FS sprains.pdf](#)
- [3.4\(c\) First Aid - Planning - valid to 20190906.docx](#)
- [..\3.3 Student Care\3.3\(a\) Care Arrangements for students with Medical Conditions Policy - valid to 20211016.docx](#)
- [..\3.3 Student Care\3.3\(c\) Anaphylaxis Policy - update from DET \(include in next review\) - 20180906.docx](#)
- [..\3.3 Student Care\3.3\(c\) Anaphylaxis Policy - valid to 20200310.docx](#)
- [..\3.3 Student Care\3.3\(c\) Epilepsy & Seizures - update from DET \(include in next review\) - 20180906.docx](#)

8. Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

9. Revision History

Date	Description	Author
12/09/2017	Original	Environment SC
19/09/2017	Continue updates (ran out of time last week)	Environment SC
16/10/2017	Ratified by School Council	Environment SC
16/11/2017	Minor updates required by SC 4.2, 5.1, 5.4	Environment SC