

YARRA ROAD PS

First Aid

Rationale:

To ensure Yarra Road Primary School meet their specific first aid needs to student at school or on approved school activities.

Policy:

Schools must provide:

- first aid facilities
- ensure sufficient staff trained in first aid under the provisions of the *Occupational Health & Safety Act 2004* and the Department's First Aid and Infection Control advice, see: [Department resources](#)

Schools must ensure there is always a first aid officer who:

- can assist an injured or ill person
- has current qualifications covering all the school's first aid requirements.

Note: School nurses employed by school councils should be guided by the school's first aid policy. [See here](#)

Principals must ensure relevant staff receive additional training to meet student health needs.

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.

Meeting First Aid Needs:

This table describes how schools meet student first aid needs.

<u>Circumstance</u>	<u>Description</u>
Identified health need	<p>First aid requirements for students with identified health care needs should be explained in the Student Health Support Plan or Anaphylaxis Management Plan.</p> <p>See: Health Care Needs</p> <p>To display a photo of a student and a description of their health care needs in a staff area, consent is required from:</p> <ul style="list-style-type: none">• parents/guardians• the student, if they are at secondary school.
Student feeling unwell	<p>If a student feels unwell schools should:</p> <ul style="list-style-type: none">• assess a range of signs and symptoms including:<ul style="list-style-type: none">- whether the student has a fever- whether the students skin feels warm/hot to touch- if the student looks pale but has flushed cheeks- whether the student indicates that they feel hot• 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. <p>See: Medical Emergencies</p>
Student has a minor injury	<p>When using an icepack to treat a minor injury such as a bump or bruise:</p> <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.
Other injuries	<p>When an injury causes a nose bleed then an ice pack should not be used instead a cold compress may be used.</p> <p>In the following circumstances an icepack/cold compress should not be used and medical help should be sought (usually by calling an ambulance):</p> <ul style="list-style-type: none">• loss of consciousness, even if only briefly• a less than alert conscious state

	<ul style="list-style-type: none"> • suspicion of a fracture • suspicion of a spinal injury • damage to eyes or ears • penetration of the skin • deep open wounds.
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Identifying Training Requirements

The need for first aid varies at each school. This table describes how principals determine the first aid training requirements for the school, camps and excursions.

<u>Stage</u>	<u>Description</u>
<u>1</u>	<p>Identify potential causes of injury and illness :</p> <ul style="list-style-type: none"> • check the environment for any potential hazards • review any incident, injury and ‘near miss’ data available • consider the nature of activities undertaken • consult with staff • obtain specialist or external advice, if required.
<u>2</u>	<p>Identify the training required to meet the assessed need. Consider:</p> <ul style="list-style-type: none"> • how many staff need to be trained? • what first aid competencies and training is required? • what are the responsibilities and duties of individual teachers? • whether first aid duties may be shared across several members of staff.
<u>3</u>	<p>Identify the requirements for first aid kits including:</p> <ul style="list-style-type: none"> • how many kits are required? • are the kits easily identifiable? • who is responsible for maintaining the kits? <p>See: Major First Aid Kit</p>
<u>4</u>	<p>Plan for first aid rooms including:</p> <ul style="list-style-type: none"> • who is responsible for the first aid room and its contents? • have all factors been considered?.

	See: First Aid Rooms
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Training:

Staff who practice first aid should have their position descriptions updated to reflect this extra responsibility. They must receive:

- basic first aid training
- and where required, additional first aid modules to cover:
 - the health needs of students attending the school, such as asthma management, administration of the EpiPen; or
 - excursions, specific educational programs or activities.

Note: For a guide in determining how many staff require first aid training see: First Aid and Infection Control in [Department resources](#)

Related Policies:

- [Health Care Needs](#)
- [First Aid Rooms](#)
- [Major First Aid Kit](#)

- [Managing Open Wounds and Blood Spills](#)

- [Medical Emergencies](#)
- [School Nurses and First Aid Coordinators](#)
- [Syringe disposals/injuries](#)

Department Resources:

- [First Aid and Infection Control](#)

Other resources:

- [First Aid in the Workplace \(Worksafe Victoria\)](#)

This Policy was last ratified by School Council in ~~2017~~²³