



FIRST AID POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Glenroy Specialist School: 03 9304 2263

PURPOSE

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

SCOPE

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

- *Anaphylaxis Policy*
- *Asthma Policy*

This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

From time to time Glenroy Specialist 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

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

All staff at Glenroy Specialist School are first aid officers. The following training is completed by staff.

- HLTAID001 completed every 3 years
- HLTAID009 refreshed annually

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

First aid kits

Glenroy Specialist School will maintain:

- A major first aid kit which will be stored in the Medical Room.
- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
 - In each sub-school hub
 - Administration Office
 - Swimming Pool

The OHS manager will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [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 will be directed to a school nurse 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.

Our school follows the Department's policy and guidance in relation to our first aid/medical room to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

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.
- If first aid is administered for a minor injury or condition, Glenroy Specialist School will notify parents/carers by phone or via the home-school communication book.
- 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 is administered to a student resulting from a student incident, injury or illness, Glenroy Specialist School will:
 - record the provision of first aid treatment on eduSafe Plus.
 - If the first aid treatment is provided following a [recorded incident](#), the details are recorded through the eduSafe Plus *Incident* form. For all other presentations, the eduSafe Plus *Sick Bay* form is used.
 - if care was provided in response to a medical emergency or reportable incident, 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 where required to under that policy.

In accordance with guidance from the Department of Education, 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.

No medication including headache tablets will be administered to children without the express written permission of parents or guardians. The medication must be supplied by the parents.

Blood and Body Fluid Spills

Standard hygiene precautions and the correct management of blood spills and other body fluids minimise the risks of transmission of infectious diseases including bacterial and viral infections.

- All staff will be trained in standard infection control procedures and first aid.
- All staff will have access to hot water, antiseptic soap and hand wash, disinfectant, detergents, disposable wipes, disposable latex gloves, paper towel and plastic garbage bags.
- The school has antiseptic hand wash dispensers in every classroom, and activity area.
- Charts displaying standard infection controls will be prominently displayed in appropriate places around the school.
- All blood or body fluid spills will be attended to by a staff member immediately.
- All blood or body fluid spills will be completely cleaned according to standard infection control procedures, including the sealing of all disposable materials into plastic garbage bags for disposal, thorough washing of all equipment in a disinfectant solution and thorough cleaning of all contaminated surfaces with hot water and detergent.
- All wounds will be treated, dressed and covered.
- Children will not be allowed to remain in, or return to normal school activities with exposed blood or spilt body fluids.
- The school will provide a child with alternative clothing should their garments be contaminated with blood or body fluids. If these are unavailable, the child's parents will be contacted to collect the child from school.
- Soiled clothes will be placed in a plastic bag and sent home.
- *Incidental Exposure to Bodily Fluids:* If bodily fluid gets into the eyes or mouth, the person exposed will be urged to seek medical attention immediately or, if a student, the parents contacted immediately.

COMMUNICATION

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

- Available publicly on our school's website [
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)

- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

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

REVIEW CYCLE

Policy last reviewed	09 August 2022
Approved by	Allan Waterson Principal
Next scheduled review date	August 2025