

# Tyers Primary School – First Aid Policy & Procedures

## Purpose of this policy

Tyers Primary School has procedures for supporting student health for students with identified health needs (see: Care Arrangements for Ill Students Policy) and will provide a basic first aid response as set out in the procedure below to ill or injured students due to unforeseen circumstances and requiring emergency assistance.

These procedures have been communicated to all staff and are available for reference from the school office.

First aid for anaphylaxis is provided for in our school's:

- *Anaphylaxis Management Policy*

## Implementation

### First Aid Officers

Consistent with the Department of Education and Training's (DET) First Aid Policy and Procedures, the school will allocate staff member/s as First Aid Officer/s who have undertaken appropriate training to meet the needs of the school community. The names and details of First Aid Officers, including their level of first aid and first aid expiry dates, will be recorded in the Staff Register of First Aid qualifications.

### First Aid Officer Duties

First Aiders at Tyers Primary School are required to undertake a support role in maintaining standard medical service provision, student medical records and parent/guardian notifications.

Their specific duties include:

- Taking a lead role in supporting teachers and the school leadership in health support planning.
- Having knowledge of;
  - all students with a support or management plan,
  - the first aid response noted in plans.
- Working with staff to conduct regular:
  - reviews of management strategies,
  - risk assessments, and
- Providing first aid emergency awareness training for staff including emergency notification processes, a list of first aiders and provision of emergency phone numbers.
- 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.
- Providing input on first aid requirements for excursions and camps.

First-aiders will be available at the school during normal working hours and at other times when authorised DET 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.

## Procedures for Medical Treatment

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, Tyers Primary School will notify parents/carers by sending a note home to parents/carers, direct contact and /or phone call.
- 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 Tyers Primary School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department's Security Services Unit on 03 9859 6266.

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.

## Assessment and First Aid Treatment of an Asthma attack

If a student develops signs of what appears to be an asthma attack, appropriate care must be given immediately.

### Assessing the severity of an asthma attack

Asthma attacks can be:

- Mild - this may involve coughing, a soft wheeze, minor difficulty in breathing and no difficulty speaking in sentences.
- Moderate - this may involve a persistent cough, loud wheeze, obvious difficulty in breathing and ability to speak only in short sentences.
- Severe - the student is often very distressed and anxious, gasping for breath, unable to speak more than a few words, pale and sweaty and may have blue lips.

All students judged to be having a severe asthma attack require emergency medical assistance.

Call an ambulance (dial 000), notify the student's parent/guardian/emergency contact and follow the '4 Step Asthma First Aid Plan' while waiting for the ambulance to arrive. When calling the ambulance state clearly that a student is having 'breathing difficulties.' The ambulance service will give priority to a person suffering extreme shortness of breath. Regardless of whether an attack of asthma has been assessed as mild, moderate or severe, Asthma First Aid (as detailed below) must commence immediately. The danger in any asthma situation is delay. Delay may increase the severity of the attack and ultimately risk the student's life.

### Asthma First Aid

If the student has an Asthma Action Plan, follow the first aid procedure immediately. If no, Asthma Action Plan is available, the steps outlined below should be taken immediately.

The 4 Step Asthma First Aid Plan (displayed in Sick Bay and classrooms):

- Step 1 - Sit the student down in as quiet an atmosphere as possible. Breathing is easier sitting rather than lying down. Be calm and reassuring. Do not leave the student alone.
- Step 2 - Without delay give 4 separate puffs of a blue reliever medication (Airomir, Asmol, Epaq or Ventolin). The medication is best given one puff at a time via a spacer device. If a spacer device is not available, simply use the puffer on its own. Ask the person to take 4 breaths from the spacer after each puff of medication.
- Step 3 - Wait 4 minutes. If there is little or no improvement repeat steps 2 and 3.
- Step 4 - If there is still little or no improvement; call an ambulance immediately (dial 000). State clearly that a student is having 'breathing difficulties.'

Continuously repeat steps 2 and 3 while waiting for the ambulance.

## Related School Policies

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Duty of Care Policy
- Care Arrangements for Ill Students Policy
- Medication Policy
- Health Care Policy

## Links and references

Department resources:

This policy should be read in conjunction with:

[School Policy and Advisory Guide:](#)

- [First Aid](#)
- [Anaphylaxis](#)
- [Anaphylaxis Management in Schools](#)
- [Responding to Anaphylaxis](#)
- [Asthma](#)
- [Duty of Care](#)
- [Health Care Needs](#)

Related Legislation

- *Education and Training Reform Act 2006*
- *Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008*
- [Ministerial Order 706](#)

## Review

The Tyers Primary School School Council and staff will regularly monitor and review the effectiveness of the First Aid Policy & Procedures and revise the policy tri-annually or as required by completing a policy review.

First Aid Policy & Procedures updates and requirements will be made available to staff, families and visitors.

This policy was reviewed and updated January 2020