



# Falls Creek Primary School

## First Aid Policy

### 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*

### Policy

From time to time Falls Creek Primary 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 Falls Creek Primary School has sufficient staff with the appropriate levels or first aid training to meet the first aid needs of the school community.

Falls Creek Primary School's primary trained first aid officer is the Principal. Details of the Principal and other staff members with current first aid training are recorded in the *Staff Trained in First Aid Register*.

### First aid kits

Falls Creek Primary School will maintain:

- A major first aid kit which will be stored in the First Aid Cabinet on the wall in the cross country ski boot store room.
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the cross country ski boot store room.

The Principal will be responsible for maintaining all first aid kits. Details of the kits are included as **Appendix A**.

### Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be referred to the Principal who will monitor their condition. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

## 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.
- 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, Falls Creek Primary School will notify parents/carers by phone or email.
- 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 Falls Creek 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.

## Further information and resources

- [OHS Management System – First Aid and Infection Control](#)
- School Policy and Advisory Guide:
  - [First Aid](#)
  - [First Aid Needs](#)
  - [Major First Aid Kits](#)
  - [Portable First Aid Kits](#)
- [Falls Creek Primary School policies:](#)
  - Health Care Needs Policy
  - Administration of Medication Policy
  - Anaphylaxis Policy
  - Asthma Policy

## Review

This policy was last updated in July 2018 and is scheduled for review in July 2021.

## Appendix A: First Aid Kit Contents

Consistent with the Department's First Aid Policy and Procedures the school will maintain a First Aid Kit that includes the following items:

### Major First Aid Kit

Item	Quantity	Type
First Aid Manual		
Gauze swabs	20	7.5 x 7.5 cm
Sterile saline ampoules	4	30ml
Sterile un-medicated non adhesive dressings	2	5 x 5 cm
	2	10 x 10cm
Combine pads	2	10 x 10cm
Band aids - non allergic/plain	1 packet	
Single use Nitrile gloves	1 box	Uni-size
Steri strips ("butterfly" stitches)	1 packet	
Adhesive tape - non allergenic/paper	1 roll	2.5cm wide
Conforming bandages	2	2.5cm
	2	5cm
Triangular bandages	2	
Heavy elastic bandages	4	7.5cm
Ventolin puffer	1	
Ventolin spacer	1	
Betadine	1 tube	
Asthma management instructions	1	
Resuscitation face mask (reusable)	1	
Medicine measure dropper	1	
Heavy duty pair of scissors	1	
Gel packs (kept in refrigerator)	2	
Adhesive sanitary pads	1 packet	
Flexible "sam" splints	1 set	
Safety pins	1 packet	
Disposable splinter probes	5	
Book to record details of first aid provided	1	
Non stick unmedicated wound dressings	2	medium
Eye wash kit and eye pads	1 kit	
Burns Module (non stick gel padded dressing with bandage attached)	4 modules	
Snake bite kit and compression bandage	1 kit and 1 bandage	
Space blanket	1	
Stingose	1 tube	
EpiPen	1	

### *Excursion First Aid Kits (2)*

<b>Item</b>	<b>Quantity</b>	<b>Type</b>
Single use nitrile gloves	1 pair	
Gauze swabs	1	7.5 x 7.5 cm
Absorbent Gauze	1	
Sterile saline ampoules	2	30ml
Sterile un-medicated non adhesive dressings	1	7.5 x 7.5cm
Band aids - non allergic/plain	1 packet	
Conforming Bandages	1	50 x 1.5cm
Triangular bandage	1	
Heavy elastic bandages	2	7.5cm x 2.3m
Ventolin puffer	1	
70% alcohol swabs (for cleaning reusable items as required)	6	
Resuscitation face mask (reusable)	1	
Disposable splinter probes	5	
Sunscreen	1	
Stingose	1	
Non stick wound dressings (padded dressing with bandage attached)	1	Medium

### *Blood Spill/Vomit Kit*

<b>Item</b>	<b>Quantity</b>	<b>Type</b>
Single use nitrile gloves	1 packet	
Paper towels	1 packet	
Single use plastic bags	As appropriate	
Detergent		
Biohazard waste bin		