Casey Fields
Primary School
Chapelton Road, Cranbourne East 3977

FIRST AID POLICY

Help for non-English speakers
If you need help to understand the information in this policy please contact Casey Fields Primary School front office for assistance.

PURPOSE
To ensure the school community understands Casey Fields Primary 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 Casey Fields 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 Casey Fields Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP). Our EMP includes the expiry dates of the training.
This list is reviewed on an annual basis as part of the annual review of our Emergency Management Plan

First aid kits
Casey Fields Primary School will maintain:

- A major first aid kit which will be stored in sick bay in the first aid draws/lockers.
- 13 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the sick bay first aid lockers.

The school nurse will be responsible for maintaining all first aid kits.

Automatic external defibrillator (AED)
Casey Fields Primary School has 1 (Phillips Heart start) AED Located next to sick bay.
This AED does an automatic self-test and check. Staff will check the AED each month to ensure the green light blinks- indicating this has been preformed and passed. Each term staff will check the expiry date of pads and ensure the battery is working.

Care for ill students

Students who are unwell should not attend school.
If a student becomes unwell during the school day, they may be directed to the sick bay 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.

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, Casey Fields Primary School will notify parents/carers by a Compass notification.
- 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 Casey Fields Primary School will:
    - Record the incident on Compass and record the incident on CASES21 if serious in nature
    - 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 treatment for students. This is because they can mask signs of serious illness or injury.

All medication administered will be provided by the students parent/career with a signed medication authority form.

General first aid procedures for staff and students

Apply basic first aid with DRSABCD:

- ***D**anger* — always check for any danger to you, any bystanders and then the injured student. Staff should not put themselves in danger when assisting an injured or sick student

- ***R**esponse* — check if the student is conscious by seeing if they will respond when you talk to them, touch their hand, or squeeze their shoulder

- ***S**end for help* — call 000

- ***A**irway* — check the student's airway is clear and they are breathing

- ***B**reathing* — check for breathing (look for chest movements, listen for air coming through the student's mouth or nose or feel for breathing by placing a hand on the lower part of the student's chest)

- ***CPR* by trained staff** — if the student is unconscious and not breathing, apply CPR (cardiopulmonary resuscitation)

- ***D**efibrillator* — if the student is unconscious and not breathing, apply an automated external defibrillator (AED) if one is available if trained to do so. Some AEDs are not suitable for children so ensure the device is checked for suitability.

Use of ice packs

When using an ice pack to treat a minor injury for staff or students, such as a bump or bruise do not apply the ice pack directly to skin and remove it if pain or discomfort occurs. Use a cold compress (towel or cloth rinsed in cold water) as an alternative.

Do not use an ice pack when an injury causes a nosebleed, a cold compress can be used instead.

Do not use an ice pack and (or) cold compress in the following circumstances, seek medical help or call an ambulance:

- loss of consciousness, even if only briefly
- a less than alert conscious state
- suspicion of a fracture
- suspicion of a spinal injury
- damage to eyes or ears
- penetration of the skin
- deep open wounds.

Wound management

The following steps describe how Casey Fields Primary School staff will treat students who are bleeding:

1. Avoid contact with the blood while comforting the student, moving them to safety if required.
2. Put on single-use gloves.
3. Clean the wound using normal saline, clean water or cleansing wipe.
4. Pat dry the wound and apply an airtight and waterproof dressing, ensuring the wound is covered completely. If the bleeding continues, apply additional pressure using either a hand or firm bandage.
5. Remove any linen stained with blood or bodily fluids and substances.
6. Remove gloves and place them in a biohazard container.
7. Wash hands with soap and water.

Vomit

No student is to attend Casey Fields Primary school within 24 hours of vomiting.
The following steps describe how Casey Fields Primary School staff manage students who have vomited:

1. All students who have vomited at school will be sent home and advised they are unable to attend school for 24 hours.
2. Any student to have confirmed vomited at home within the past 24 hours will be sent home.

FURTHER INFORMATION AND RESOURCES

- Policy and Advisory Library:
  - Syringe Disposals and Injuries
  - First aid for students and staff
- Casey Fields Primary School Policies:
  - Syringe Disposals and Injuries
  - Head Injury
  - Diabetes
  - Epilepsy and Seizure Management
  - Asthma Policy
  - Anaphylaxis Policy

COMMUNICATION

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

- Available publicly on our school's website
- Available on Compass
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2024
Consultation	School Nurse and CFPS Staff
Approved by	Principal
Next scheduled review date	September 2027