



# ARDEER SOUTH PRIMARY SCHOOL

## FIRST AID NEEDS POLICY

### PURPOSE

To ensure Ardeer South Primary School meets our specific first aid needs for students at our school campus or on approved school activities.

### Policy

Ardeer South Primary School will provide:

1. first aid facilities
2. 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](#)
3. 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.
4. our Principal must ensure relevant staff receive additional training to meet student health needs.

### Definition

First aid at Ardeer South Primary School involves emergency treatment and support to:

1. 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 our school meets student first aid needs.

Circumstance	Description
Identified health needs	<p>First aid requirements for students with identified health care needs are explained in the Student Health Support Plan or Anaphylaxis Management Plan. See: <a href="#">Health Care Needs</a></p> <p>Ardeer South Primary School displays a photo of a student and a description of their health care needs in a staff area, consent is required from: parents/guardians</p>
Student feeling unwell	<p>If a student feels unwell Ardeer South Primary School should: assess a range of signs and symptoms including:</p> <ul style="list-style-type: none"> <li>- whether the student has a fever (Non-touch forehead thermometer to be used as a guide)</li> <li>- whether the students skin feels warm/hot to touch</li> <li>- if the student looks pale but has flushed cheeks</li> <li>- whether the student indicates that they feel hot</li> </ul> <p><b>Note:</b> 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:</p> <ul style="list-style-type: none"> <li>- any doubt about the student's condition, or</li> <li>- a sense that the student's condition is deteriorating.</li> </ul> <p>See: <a href="#">Medical Emergencies</a></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"> <li>- do not apply directly to skin</li> <li>- remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative.</li> </ul>
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 <b>should not</b> be used and medical help should be sought (usually by calling an ambulance):</p> <ul style="list-style-type: none"> <li>- if loss of consciousness, even if only briefly</li> <li>- a less than alert conscious state</li> <li>- suspicion of a fracture</li> <li>- suspicion of a spinal injury</li> <li>- damage to eyes or ears</li> <li>- penetration of the skin</li> <li>- deep open wounds.</li> </ul>

## 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.

Stage	Description
1	Identify potential causes of injury and illness : - 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.
2	Identify the training required to meet the assessed need. Consider: - 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.
3	Identify the requirements for first aid kits including: - how many kits are required? are the kits easily identifiable? who is responsible for maintaining the kits? See: <a href="#">Major First Aid Kit</a>
4	Plan for first aid rooms including: who is responsible for the first aid room and its contents? have all factors been considered?. See: <a href="#">First Aid Rooms</a>

### Training

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

They must receive:

1. basic first aid training
2. where required, additional first aid modules to cover:
3. the health needs of students attending the school, such as asthma management, administration of the EpiPen; or
4. 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](#) (HRWeb)

### 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](#)

## REVISION HISTORY

School Council approval not required.

<b>FIRST AID NEEDS POLICY</b>					
Version	Date Created	Date Ratified at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	June 2019	May 2019	Developed through DET guidelines	Stuart Telford	March 2020
2	June 2020	Not Required	<ul style="list-style-type: none"><li>• Update to logo</li><li>• Minor Formatting changes</li><li>• Replacing ASPS with the words Ardeer South Primary School</li></ul>	Stuart Telford	June 2021