

# 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 Jamieson 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 Jamieson Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Jamieson Primary School's trained first aid officers are:

## First Aid Training

Staff Member	Training Completed	Date Qualified To
M Genevieve Bolwell	Level 2 First Aid 2/3/2019	19/03/2022
Ben Moyle	Level 2 First Aid 7/6/2017	07/06/2020
Sue Henderson	Level 2 First Aid 2/3/2019	19/03/2022

## Other Training Record

Staff Member	Training Type	Date

## First aid kits

Jamieson Primary School will maintain:

- A major first aid kit which will be stored in the Office corridor cupboard, clearly marked.
- Two portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored:
  - Office Cupboard in foyer.
  - Kitchen bench

Annalie Squires will be responsible for maintaining all 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 may be directed to the beanbag corner of the classroom 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, Jamieson Primary School will notify parents/carers by sending a copy of the medical treatment CASES 21 reporting document, as well as a note home to parents/carers, email, 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 Jamieson 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 1800 126 126 or 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.

## REVIEW CYCLE

This policy was last updated on 12/3/2019 and is scheduled for review in Nov. 2019.

This policy was last ratified by School Council in....

# First Aid Risk Assessment

This form is to be completed with reference to *First Aid and Infection Prevention and Control Procedure*.

## 1. Personal Details

Name of Person/s Conducting the Assessment:

Date: / /

School / Workplace:

## 2. Items to be considered for the provision of First Aid in the workplace

### Description

**Type of work performed and the nature of the hazards** (e.g. science laboratories, workshops, chemical storage, offices, vehicles, excursions and camps etc.).

**Potential illnesses or life threatening injuries** (e.g. anaphylaxis and asthma, cardiac arrest where an Automatic External Defibrillator may be required) and likely causes.

**The size and layout of the workplace** (e.g. terrain, access and egress, proximity of high hazard areas and isolated areas to first aid, etc.).

**The number and distribution of employees and others, including arrangements such as shift work, travel requirements, visitors.**

**The location of the site** (e.g. proximity to medical facilities and access to ambulance services).

## 3. Are following minimum First Aid Room requirements available, where a first aid room is required as per section 3.3.1 in the *First Aid and Infection Prevention and Control Procedure*?

	Yes		Yes		Yes
Eye Protection	<input type="checkbox"/>	Sharps Disposal System	<input type="checkbox"/>	Desk/table and telephone	<input type="checkbox"/>
Gown/Apron	<input type="checkbox"/>	Biohazard Waste Container	<input type="checkbox"/>	List of Emergency Numbers	<input type="checkbox"/>
Disposable Gloves	<input type="checkbox"/>	An upright Chair	<input type="checkbox"/>	Electric Power points	<input type="checkbox"/>
Resuscitation mask	<input type="checkbox"/>	Storage Cupboards	<input type="checkbox"/>	Sink (hot & cold water)	<input type="checkbox"/>
Work Bench or Dressing Trolley	<input type="checkbox"/>		<input type="checkbox"/>	Blankets and Pillows	<input type="checkbox"/>
					<input type="checkbox"/>

## 4. Minimum First Aid Facilities – also refer to School Policy and Advisory Guide - Student Health and First Aid and WorkSafe Victoria Compliance Code – First aid in the workplace

Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID003 Provide First Aid</i>		Tick
Less than 50 employees (and students)	1 first aid officer	1 first aid kit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
50 - 199 employees (and students)	2 first aid officers	4 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
200 - 399 employees (and students)	4 first aid officers	6 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
400 - 599 employees (and students)	6 first aid officers	8 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
600 - 799 employees (and students)	8 first aid officers	10 first aid kits and a first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
800 - 999 employees (and students)	10 first aid officers	12 first aid kits (including specific "type of incident" treatment) and a first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
>1000 employees (and students)	10 + one first aid officer for every additional 100 employees and students	12 + one kit for every additional 100 employees and students  A first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc.)	2 additional first aid officers for every category	2 additional first aid kits for every category	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

#### 5. Additional First Aid Facilities

Insert description of additional facilities required after completing and evaluating **sections 2, 3 and 4** of this form:

#### 6. Review Controls

Workplace Manager and/or Management OHS Nominee verifies provision of the above first aid facilities:

**Name:**

☐ Effective ☐ Not effective

**Date:** / /

**Signature:**

# First Aid Summary Sheet

***This sheet should be displayed near first aid kits, in first aid room/sick bay and on notice boards***  
**General**

LOCATION ADDRESS: Jamieson Primary School

NEAREST CROSS STREET: Chenery St. & the Sideling Jamieson

LOCATION OF FIRST AID ROOM: Nil

## **Victorian Poisons Information Line**

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency.

## **First Aid Officers – Completed Provide First Aid (HLTAID003)**



Name: M. G. Bolwell  
Jamieson Primary School  
0429770604  
57770535



Name: Ben Moyle  
Jamieson Primary School  
0419 592 619



Name: Sue Henderson  
Jamieson Primary School  
0427 877 588

## **Warden/Incident Controllers**

Name: G. Bolwell Work location: Jamieson PS

Name: Ben Moyle Work location: Jamieson PS

Name: Sue Henderson Work location: Jamieson PS

**Evacuation Assembly Point** (at least 200 metres away from work area)

## **‘The Flat’ (East side of JPS)**

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## **Nearest Medical Centre**

### **1. Mansfield Medical Centre**

Telephone: 5775 2166

Address: 49 Highett St, Mansfield VIC 3722

### **2. Central General Practice**

Telephone: 5775 2591

Address: 38 Highett St, Mansfield VIC  
3722

## **Nearest Hospital**

### **Mansfield & District Hospital**

Telephone: 5775 8800

Address: 53 Highett St, Mansfield VIC 3722









## **Emergency and Security Services Unit**

Available 24 hours a day, 7 days a week on

**1800 126 126**

**03 9589 6266**

# Safe Work Procedure

<b>Description of Work:</b>		<b>Cleaning and Handling of Blood and Body Fluids</b>				
		<b>Potential Hazards</b> Exposure to infectious diseases and potential sharps injury.				
<b>Personal Protective Equipment (PPE) Required</b> (Check the box for required PPE):						
 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Safe Work Procedure Checklist:</b>						
<b>1. PRE-Task:</b> <ul style="list-style-type: none"> <li>Wear appropriate PPE (as indicated above) and cover any cuts and abrasions on hands with occlusive waterproof dressing</li> <li>Obtain a Biohazard Spill Kit and/or paper towels, sealable plastic bags, sturdy tongs or forceps, mop, bucket, detergent, sharps bin, biohazard waste bin and household bleach</li> <li>Alert others to the spill and isolate the area appropriately</li> </ul>						
<b>2. During:</b> <ul style="list-style-type: none"> <li>Clean up blood and other body fluids spills with disposable paper towels/tissues or by using a Biohazard Spill Kit</li> <li>Remove any broken glass or sharp material with forceps or tongs and place in sharps container</li> <li>Use hospital grade disinfectant (use 5ml of bleach to 500ml of water) to sanitise the area</li> <li>For small spills (spots of blood on tiles) an alcohol wipe may be sufficient</li> <li>Dry the area with disposable paper towels/tissues after clean-up (as wet areas attract contaminants)</li> </ul>						
<b>3. POST-Task:</b> <ul style="list-style-type: none"> <li>Items such as scissors, tweezers and mops are to be cleaned and disinfected</li> <li>Dispose of contaminated waste (e.g. dressings, wipes, cleaning cloths, tissues/paper towels, human tissue, and blood) in:             <ul style="list-style-type: none"> <li>appropriate biohazard containers/bags; or</li> <li>the general waste in suitably labelled bags (bags are to be double bagged); or</li> <li>Sanitary Waste Bins.</li> </ul> </li> <li>Dispose of sharps in a Sharps Container</li> <li>Wash hands thoroughly with soap and water, dry with paper towels and sanitise hands using an alcohol-based rub or gel</li> <li>Record any direct contact with blood or body fluids in eduSafe</li> </ul>						
<b>Competent Person(s)</b>						
<b>Name:</b>	<b>Title:</b>	<b>Contact Details:</b>				
		Reference <a href="https://www.education.vic.gov.au/inweb/safety/hrw/Pages/firstaidohsms.aspx">https://www.education.vic.gov.au/inweb/safety/hrw/Pages/firstaidohsms.aspx</a>				