

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 Manchester Primary School staff might need to administer first aid to students at school or while during 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 Manchester Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Manchester Primary School’s trained first aid officers are:

Staff Member	Training Completed	Date Qualified To
Sue Giddens	21-11-18	21/11/2021
Peter Jenkins	05-05-20	05/05/2023
Kate Pierce	05-05-20	05/05/2023
Megan Anderson	05-05-20	05/05/2023
Kim Hardstaff	05-05-20	05/05/2023
Michele Turner	21-11-18	21/11/2021
Amy Jamieson	05-05-20	05/05/2023
Adielle Murray	13-08-19	13/08/2022
Anne Bast	26-02-20	26/02/23



Staff Member	Training Completed	Date Qualified To
Lang Fam Thluai	26-02-20	26/02/2023
Zaza Hram Kam	26-02-20	26/02/2023
Kerryn McKenzie	26-02-20	26/02/2023
Deanne Durst	05-05-20	05/05/2023
Ange Norris	05-05-20	05/05/2023

First aid kits

First aid kits

Manchester Primary School will maintain:

- A major first aid kit which will be stored in the medical supply room.
- Portable first aid kits which may be used for excursions, camps, or yard duty will be stored:
 - In the medical supply room.

Sue Giddens is responsible for maintaining all first aid kits.

Portable first aid kits will be available for staff on yard duty. These kits will contain:

- a pair of single use plastic gloves
- a bottle of sterile eye solution
- gauze and band-aids
- record book & pen
- First Aid passes
- Ventolin
- Disposable spacer
- EpiPen

First aid kits will be available for all groups that leave the school on excursions. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion.

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 room 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, Manchester Primary School will notify parents/carers by sending an email or by a phone call if necessary.
- 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.
- It is the policy of the school that all knocks or injuries to the head are reported to First Aid immediately and that parents/emergency contacts are contacted regarding the injury by phone.
- 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 Manchester Primary School will:
 - record the incident on *Sentral*
 - if first aid was administered in a medical emergency, it will be reported to the Department’s Security Services Unit (DSSU) on 03 9859 6266 and also entered on Cases 21 and reported to Edusafe

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.



Blood Spills and Open Wounds Management

All school staff must be familiar with the school's first aid procedures related to blood spills and bleeding students at Manchester Primary School.

Treating bleeding students

The following steps describe how schools should 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. Flush or clean the wound using normal saline or clean water.
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. Place them in leak-proof plastic bags until they can be cleaned by a commercial laundry or linen cleaning service, or disposed of.
6. Remove gloves and place them in a biohazard container.
7. Wash hands with soap and water.

Managing blood spills

Blood spills should be treated as if the blood is potentially infectious.

The below steps describe how schools must manage blood spills.

Note: All cuts and abrasions should be covered with an airtight and waterproof dressing at all times.

1. Put on single-use gloves and avoid direct contact with blood or other body fluids.
2. Use paper towels to mop up the spill. Dispose of the paper towels in an appropriate biohazard container.
3. Wash the area with warm water and detergent, then rinse and dry the area.
Note: Take care not to splash.
4. Remove gloves and place them in an appropriate biohazard container, which should be a part of the school first aid kit.
5. Wash hands with soap and water.
6. If re-usable items were used such as scissors or single-use tweezers, then an assessment must take place to consider how the item was used and determine the appropriate decontamination method. For example, if re-usable items are contaminated with blood or other body substances, they should be disposed of in a



Manchester Primary School - Policy Book

sharps or biohazard container. If they are not contaminated, they should be washed and dried. Single use items should be disposed of appropriately and replaced. For further advice contact the department's OHS Advisory Service on 1300 074 715.



MEDICATION AUTHORITY FORM

For students requiring medication to be administered at school

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCI Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day - it can be taken before and after school and before bed.

Student Details

Name of school: _____

Name of student: _____ Date of Birth: _____

MediAlert Number (if relevant): _____

Review date for this form: _____

Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start: // // End: // // OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No - student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: // // End: // // OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No - student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: // // End: // // OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No - student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

Medication delivered to the school

Please indicate if there are any specific storage instructions for any medication.

Medication delivered to the school

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

Supervision required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer).

Monitoring effects of medication

Please note: School staff do not monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at <http://www.education.vic.gov.au/Pages/schools/privacypolicy.aspx>) and the law.

Authorisation to administer medication in accordance with this form:

Name of parent/carer: _____ Date: _____

Signature: _____ Date: _____

Name of medical/health practitioner: _____

Professional role: _____ Date: _____

Contract details: _____



Medication Form

Dear Parents,

To ensure all forms of medication are secure and administered as required, it is stored in a central secured locality and administered from that room by a trained staff member. Medication cannot be put into school bags or lunch boxes, etc.

Please complete the authorisation form below. If you have any queries, please contact the Principal or the Assistant Principal.

Date Commencing: _____ Date Finishing: _____

or ongoing for the duration of the year.

Name of child: _____ in Grade: _____

Name of Medication: _____

Medication - dosage: _____

Medication to be given before or after food

Times/s to be given 11.00am (recess) 12.00pm 1.00pm (lunchtime) 2.00pm

other: _____

Does the medication need to be refrigerated Yes No

CONTACT NUMBERS:

Parent Name: _____

Home No.: _____ Mobile No.: _____ Work No.: _____

1. Emergency Name: _____ Contact No.: _____

2. Emergency Name: _____ Contact No.: _____

Signed: _____ Dated: _____

(Parent / Guardian)

PLEASE ENSURE THAT ALL MEDICATION IS CLEARLY NAMED

- All medication to be administered during school hours must be delivered by an adult to staff in the office area between 8.45 - 9.00 am before school, together with a completed Medication Form.
- This does not apply to self-administered asthma medication.
- No medication, with the exception of asthma relievers and epipens, will be permitted to be kept in classrooms. Medication will be stored in a secure place.
- Medication will only be administered when a Medication Form has been completed with the relevant information (with the exception of asthma relievers and epipens).
- Medication where applicable must be collected after school (before 4.00 pm) from the office.



VICTORIA Education and Training **Human Resources**

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: _____

NEAREST CROSS STREET: _____

LOCATION OF FIRST AID ROOM: _____

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)

Insert Photo	Insert Photo	Insert Photo
Name Work location Telephone extension	Name Work location Telephone extension	Name Work location Telephone extension

Warden/Incident Controllers

Name: _____	Work location: _____
Name: _____	Work location: _____
Name: _____	Work location: _____

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

Nearest Medical Centre	Nearest Hospital
Telephone: _____	Telephone: _____
Address: _____	Address: _____

Incident Support Operations Centre (ISOC)
Available 24 hours a day, 7 days a week on 1800 126 126

Last Updated: 21 January 2019

DRSABCD action plan

In an emergency call triple zero (000) for an ambulance



D DANGER
Ensure the area is safe for yourself, others and the patient.

R RESPONSE
Check for response—ask name—squeeze shoulders

No response	Response
• Send for help.	• make comfortable
	• check for injuries
	• monitor response.



S SEND for help
Call Triple Zero (000) for an ambulance or ask another person to make the call.

A AIRWAY
Open mouth—if foreign material is present:
• place in the recovery position
• clear airway with fingers.
Open airway by tilting head with chin lift.



B BREATHING
Check for breathing—look, listen and feel.

Not normal breathing	Normal breathing
• Start CPR.	• place in recovery position
	• monitor breathing
	• manage injuries
	• treat for shock.



C CPR
Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives or patient recovers.



D DEFIBRILLATION
Apply defibrillator if available and follow voice prompts.

© St John Ambulance Australia. St John encourages first aid training as this information is not a substitute for first aid training.

Learn First Aid | 1300 360 455 | www.stjohn.org.au



VICTORIA State Government Education and Training
Human Resources
First Aid Kit Contents Checklist

The Workplace Manager and/or Management OHS Nominee are required to determine the appropriate contents of first aid kits in Department of Education and Training (the Department) workplaces in consultation with the Health and Safety Representative (HSR) and relevant employees, and taking into consideration the outcomes of the First Aid Risk Assessment.

Below are lists of suggested contents for a number of different types of kits including:

- standard first aid kits for schools
- technology and design kit
- excursion kit
- yard duty kit
- blood/body fluid spill kit
- first aid kits for central and regional offices.

The lists can be modified after consultation with the HSR and employees on matters such as the suitability of the kit to the task or activity for which the kit is required. They will also assist workplaces in the completion of first aid provisions inspections and stocktaking. When completing the lists, workplaces should note the type of item in the kit, the expiry date of the item and whether the kit needs refilling in relation to that particular item.

Standard First Aid Kit for schools

Item	Quantity	Type	Expiry date	Refill?
Appropriate and current first aid manual	1			
Gauze swabs	100	7.5 x 7.5cm		
Sterile saline ampoules	12	15ml		
	12	30ml		
Paper towels	1 packet			
Sterile un-medicated non-adhesive dressings	3	5 x 5cm		
	4	7.5 x 7.5cm		
	4	10 x 10cm		
Combine pads	12	10 x 10cm		
Band aids – non-allergic/plain	1 packet			
Single use nitrile gloves	3 packets	As required		
Steri strips ("butterfly" stitches)	1 packet			
Adhesive tape – non-allergic/paper	1 roll	5 x 2.5cm		
Conforming bandages	2	2.5cm		
	2	5cm		
	2	7.5cm		
	2	10cm		
Triangular bandages	2			
Crepe bandages (hospital weight)	2	2.5cm		
	2	5cm		
	2	7.5cm		
	2	10cm		

Last Updated: 20 June 2016

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First Aid Kit Contents Checklist

Item	Quantity	Type	Expiry date	Refill?
Heavy elastic bandages	2	15cm		
Ventolin puffer	1			
Spacer device for Ventolin use (not reusable)	1			
70% alcohol swabs (for cleaning reusable items as required)	1 packet			
Written instructions on asthma management				
Resuscitation face mask (reusable)	1			
Medicine measure	1			
Stainless steel scissors	1			
Heavy duty pair of scissors able to cut through clothing if necessary	1			
Sharps container for contaminated waste	as appropriate			
Plastic bags for disposal of contaminated waste	as appropriate			
Tweezers	1 packet			
Gel packs (kept in refrigerator)	2			
Adhesive sanitary pads	1 packet			
Flexible "sam" splints	1 set			
Safety pins	1 packet			
Thermal blanket	1			
Blanket and sheet	1 of each			
Antiseptic hand wash/germicidal soap	1			
Box of paper tissues	1 box			
Ice cream containers or emesis bags for vomit	as appropriate			
Book to record details of first aid provided	1			
Non-stick un-medicated wound dressings	4	small		
	4	medium		
	4	large		
Sterile eye pads	1 packet			
Eye wash bottle	1			
Burns Module (non-stick gel padded dressing with bandage attached)	4 modules			
Spare auto-injection device	as appropriate			

First Aid Kit Contents Checklist

Excursion First Aid Kits: Quantities to be determined by a risk assessment in consultation with the HSR and relevant employees based on activities being undertaken.

Item	Quantity	Type	Expiry Date	Refill?
Appropriate and current first aid manual	1			
Single use nitrile gloves		7.5 x 7.5cm		
Gauze swabs		15ml		
Sterile saline ampoules		30ml		
Paper towels				
Sterile un-medicated non-adhesive dressings		5 x 5cm		
		7.5 x 7.5cm		
		10 x 10cm		
Combine pads		10 x 10cm		
Band aids – non-allergic/plain				
Steri strips ("butterfly" stitches)				
Adhesive tape – non-allergic/paper		5 x 2.5cm		
Conforming bandages		2.5cm		
		5cm		
		7.5cm		
		10cm		
Triangular bandages				
Crepe bandages (hospital weight)		2.5cm		
		5cm		
		7.5cm		
		10cm		
		15cm		
Heavy elastic bandages				
Ventolin puffer				
Spacer device for Ventolin use (not reusable)				
70% alcohol swabs (for cleaning reusable items as required)				
Sterile eye pads				
Resuscitation face mask (reusable)				
Medicine measure		medium		
Stainless steel scissors				
Heavy duty pair of scissors able to cut through clothing if necessary				
Disposable splinter probes				
Sharps container for waste				
Tweezers				
Chemical cold packs (no refrigeration required)				
Adhesive sanitary pads				
Flexible "sam" splints				
Safety pins				
Thermal blanket				
Antiseptic hand wash/germicidal soap				
Box of paper tissues				

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First Aid Kit Contents Checklist

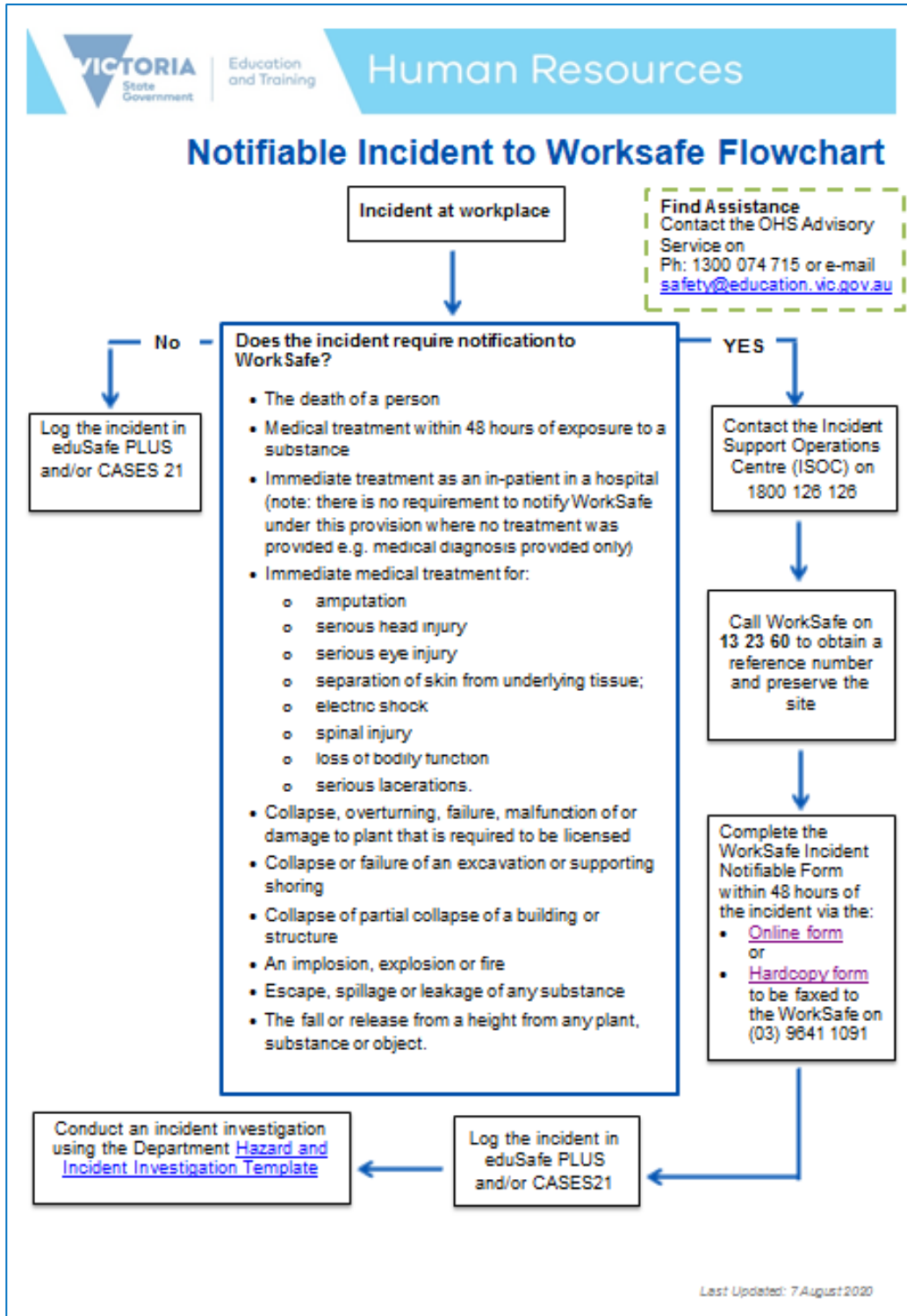
Item	Quantity	Type	Expiry Date	Refill?
Ice cream containers or emesis bags for vomit				
Plastic bags for disposal of contaminated waste				
Book to record details of first aid provided				
Non-stick wound dressings (padded dressing with bandage attached)		small		
		medium		
		large		
Resuscitation masks (disposable)				
Spare adrenalin auto-injection device	as appropriate			

Technology and Design Areas: Quantities determined by a risk assessment in consultation with the HSR and relevant employees.

Item	Quantity	Type	Expiry Date	Refill?
Suitable and current first aid manual	1			
Gauze swabs		7.5 x 7.5cm		
Sterile saline ampoules		15ml		
	12	30ml		
Paper towels				
Sterile un-medicated non-adhesive dressings		5 x 5cm		
		10 x 10cm		
Band aids – non-allergic/plain				
Steri strips ("butterfly" stitches)				
Adhesive tape – non-allergic/paper		5 x 2.5cm		
Conforming bandages		2.5cm		
		7.5cm		
Crepe bandages (hospital weight)		2.5cm		
		7.5cm		
		15cm		
Heavy elastic bandages				
70% alcohol swabs (for cleaning reusable items as required)				
Sterile eye pads				
Resuscitation face mask (reusable)				
Stainless steel scissors		medium		
Heavy duty pair of scissors				
Sharps container for waste				
Tweezers				
Flexible "sam" splints				
Safety pins				
Thermal blanket				
Antiseptic hand wash/germicidal soap				
Box of paper tissues				
Plastic bags for disposal of items				
Book to record details of first aid provided				

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<https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidkitschecklist.docx>



<https://www.education.vic.gov.au/hrweb/Documents/OHS/incidentnotificationflowchart.docx>

Further Information and Resources

DET PAL - First Aid for Students and Staff

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>

DET PAL – Blood Spills & Open Wound Management

<https://www2.education.vic.gov.au/pal/blood-spills-and-open-wounds-management/policy>

DET PAL - First Aid for Students and Staff – First Aid Kit Contents Check List

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/guidance/inspection-and-review-first-aid-facilities>

<https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidkitschecklist.docx>

Notifiable Incident to Work Safe Flow Chart

<https://www.education.vic.gov.au/hrweb/Documents/OHS/incidentnotificationflowchart.docx>

FIRST AID Policy Review

This policy was updated on:

Date: October 2021

Evaluation and Review: August 2025 Meeting #499