
Burton Primary School First Aid Procedure

Overview

This procedure ensures Burton Primary School meets the South Australian Department for Education's requirements for first aid management. Burton Primary School is committed to:

- Providing adequate and timely first aid responses to injuries, illnesses, and emergencies within the school environment.
- Outlining clear procedures to manage first aid practices aligned with Department for Education guidelines.
- Promoting the safety and wellbeing of all individuals.

Scope

This procedure applies to:

- All staff, students, visitors, and volunteers on-site.
- Activities or services provided off-site during school-related events such as excursions, camps, or sporting activities.

This procedure excludes health support needs of children requiring ongoing medical care unless specified under school-specific plans.

Roles and Responsibilities

Principal:

- Ensure systems are in place, staff are trained, first aid facilities are accessible, and procedures followed.
- Ensure there is at least 1 first aider in attendance at all times for every 50 people likely to be present on site
- Ensures designated first aiders are identified and paid an allowance

Designated First Aider:

- Provide appropriate first aid assistance.
- Maintain first aid qualifications and records of incidents.
- Ensure first aid kits and facilities are adequately stocked and functional.

Staff:

- Be aware of first aid provisions and report incidents promptly, via first aid slip for minor incidents or by contacting the front office for more serious incidents.

Procedure

1. Authority to Provide First Aid

- All first aid must be conducted by qualified first aiders.
- Basic immediate care can be undertaken by all staff members
- Emergency actions such as calling 000 should be undertaken immediately where necessary.
- For non-immediate incidents, first-aid qualified staff will provide the necessary care within the scope of their training.

2. Provision and Management of First Aid

- **First Aid Actions:**
 - Wash hands before and after providing first aid.
 - Wear appropriate personal protective equipment (PPE), such as gloves and masks.
 - Provide care based on the severity:
 - **Minor:** Record and notify parents/guardians in writing.
 - **Non-minor:** Record and notify emergency contacts immediately.
- **External Medical Assistance:**
 - An ambulance must be called for serious injuries, illnesses, or emergencies.
 - Continue providing care until emergency services arrive.

3. Notification and Reporting

- **Minor Incidents:**
 - Record details on the First Aid Log for Minor Injuries.
 - Inform parents/guardians through written communication (letter, SMS, Seesaw or email).
- **Serious/Non-minor Incidents:**
 - Record incidents in the Department's incident management system.
 - Notify SafeWork SA if the incident is classified as a notifiable event.
- **Head injury Incidents:**
 - Staff follow Head Injury First Aid response (Appendix A)
 - All head injuries are reported to families via a phone call

4. First Aid Facilities and Supplies

- Designated first aid administration officer will, ensure first aid kits are accessible and stocked with required items.
- Maintain a dedicated first aid room

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- Complete daily inspection of Automatic external defibrillator (AED) and ensure that the AED is maintained, is clearly visible and signed

5. Training and Certification

- All designated first aiders must maintain qualifications in:
 - **HLTAID012**: Provide First Aid in an Education & Care Setting (updated every 3 years).
<https://training.gov.au/Training/Details/HLTAID012>
 - **HLTAID009**: Provide Cardiopulmonary Resuscitation (updated yearly).
<https://training.gov.au/Training/Details/HLTAID009>
 - Additional training is required for staff according to the needs of students, (e.g., midazolam use, seizure management, diabetes management).

Refusal, Errors, and Incidents

Refusal:

- If a person refuses first aid:
 - Record the refusal and notify parents/guardians where applicable.

First Aid Errors:

- Report incidents on the Department's incident management system.
- Assess and notify parents or carers.

Related Legislation and Policies

- **Key Legislations:**
 - Work Health and Safety Act 2012 (SA)
 - Civil Liability Amendment Act 2021 (SA)
- **Related Policies:**
 - Emergency Management Procedure
 - Critical Incident Reporting Standards
 - DfE [First aid procedure](#)
 - DfE [head-injury-first-aid-edu.pdf](#)

Policy Review

This policy will be reviewed regularly (at least every three years) and revise the policy earlier if required by changes in regulations, school needs, or student circumstances.

HEAD INJURY FIRST AID

In education and care settings

Serious problems may not be obvious for several hours after injury. Continue to monitor.



HEAD INJURY

High impact event to the head



DRSABCD

Trained first aider administer first aid

- reassure
- bandage or adhesive dressing (if necessary, for a minor wound)
- maintain body temperature by covering with blanket, if required



CALL 000 (AMBULANCE)

Immediately if you observe, are made aware of, or the child reports any of the following symptoms after a high impact event to the head

- grabbing or clutching at head
- vomiting
- seizure
- sensitivity to light or noise
- loss of consciousness or responsiveness
- dazed or blank look
- confused or not aware of events
- difficulty remembering
- a lump to the head
- headache
- nausea or feels like vomiting.
- blurred vision
- feeling dazed or 'not right'
- neck pain
- lying motionless or slow to get up
- unsteady on feet, falling over or uncoordinated
- balance problems or dizziness
- movement unusual for this child.

Call a parent or emergency contact to inform them that an ambulance has been called

A staff member should travel in the ambulance with the child or young person if a parent or emergency contact has not arrived before the ambulance departs. A staff member should remain with the child until a parent or emergency contact arrives. This will need to be managed to ensure appropriate supervision for other children or young people.



CONTACT PARENT

If assessment by a first aider determines that an ambulance is not required, call a parent or emergency contact to inform them of the incident.

Contact

Work Health and Safety

Phone: 8226 1440

Email: education.WHS@sa.gov.au

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Government of South Australia

Department for Education