

GLENROY PRIVATE



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First Aid Policy

Reviewed July 2021

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Rationale

All children have the right to feel safe and and know that they will be attended to with due care when in need of first aid. Glenroy Private is committed to the health and wellbeing of all students. We endeavor to ensure that all students are healthy and safe whilst at school, and that incidents and health issues of individuals are addressed appropriately. We wish to provide accurate and ongoing monitoring of individual children's health and safety and to create an awareness of procedures to be followed to meet their needs.

Glenroy Private offers a registered nurse services to all students and staff, five days a week. Good health promotion and prevention are in the hearth of Glenroy Private strategies for wellbeing.

Implementation:

- Registered nurse and sufficient number of staff (including at least one administration staff member) to be trained to a level 2 First Aid Certificates as:
 - **Management of Anaphylaxis 22300 VIC**
 - **Management of Asthma Risks and Emergencies in the Workplace 22556VIC**
 - **CPR HLTAID009**
 - **Basic emergency life support HLTAID010**
 - **First Aid HLTAID011**

Refer to annex for the **First aid trained staff register**

First aid Room and kits

Glenroy Private will ensure that the First aid room (Health and Welfare Office) houses:

- a current register of children with a medical condition and a plan of action as advised by the parent/guardian should this condition cause discomfort for the child.
- a current register of medication dose and administration regime as advised by the parent/guardian and the health practitioner of the child with a medical condition (either chronic or acute);
- a current list of contact details of all children in the school (Iwise and Paper document)

Glenroy Private will maintain:

- A major first aid kit which will be stored in the Health and Welfare Office and the Administration area.
- Portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kits will be stored in the Administration area and the Health and Welfare Office .
- 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.
- Portable first aid kits (yard duty bags) will be available for staff on yard duty.
- An Emergency box will be kept at Welfare and Health Office.
- A first aid room will be available for use at all times.
- All injuries or illnesses that occur during class time will be referred to the Health and Welfare Office. All injuries or illnesses that occur during school time, will be referred to the Health and Welfare Office to be assessed and treated to by the school nurse or (in case of her absence) by a first aid trained staff member.
- A confidential up-to-date register located in the first aid room will be kept of all injuries or illnesses experienced by children that require first aid (a report will be kept in the student health file and Iwise.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves, goggles, will be available for use by staff.
- Any children with injuries involving blood must have the wound covered at all times.

- Parents of all children who receive first aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the person providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organized. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be followed up by the Principal.
- Parents of ill children will be contacted to take the children home.
- Parents who collect children from school for any reason (other than emergency) must sign the child out of the school in a registered maintained in the school office.
- All staff members have the authorization to call an ambulance immediately in an emergency.
- All school camps will have at least one Level 2 first aid trained staff member, at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursion will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with the documented asthma management plan, will have access to Ventolin and a spacer at all times.
- The principal (or his delegate) is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room.
- At the commencement of each year, request for updated first aid information will be sent home including request for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage first aid, illnesses and medications throughout the year.
- General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma/anaphylaxis medication will also be given at that time.

First aid Kits Minimum Content:

Portable first aid kit (waist bag) 8 stored in the Administration area:

- first aid manual of a smaller size
- a copy of the Concussion Recognition Tool 5
- two pairs of single use nitrile gloves
- sterile saline sachets or ampoules for irrigating eyes and minor wounds
- gauze and band aids
- a resuscitation face mask
- a device to call for assistance
- Elastic Bandage

Emergency Box:

- first aid manual of a smaller size
- a copy of the Concussion Recognition Tool 5
- two pairs of single use nitrile gloves
- sterile saline sachets or ampoules for irrigating eyes and minor wounds
- gauze and band aids
- a resuscitation face mask
- Elastic Bandage
- Ventolin/Asmol puffer
- Spacer for Ventolin/Asmol use
- Stainless steel scissors
- Tweezers
- Thermal Blanket
- Emesis bag for vomit
- Book to record details of first aid provided
- Wound Pad for heavy bleeding
- Sterile eye pad
- Eye wash bottle
- Burns module
- Steris trips
- Safety pins
- Blood Glucose Meter
- Sugar Jellybeans or sugar cubes
- Saturation meter
- Protective goggles
- N95 Masks

Excursion first aid kit (backpack):

- first aid manual of a smaller size
- a copy of the Concussion Recognition Tool 5
- two pairs of single use nitrile gloves
- sterile saline sachets or ampoules for irrigating eyes and minor wounds
- gauze and band aids
- a resuscitation face mask
- Elastic Bandage
- Ventolin/Asmol puffer
- Spacer for Ventolin/Asmol use
- Stainless steel scissors
- Tweezers
- Thermal Blanket
- Emesis bag for vomit
- Book to record details of first aid provided
- Sterile eye pad
- Burns module
- Steris trips
- Safety pins
- N95 Masks
- EpiPen
- EpiPen JR.
- A copy of personal action plan for students with health condition

Welfare and Health Office First aid tools:

- **AED Cardiac Defibrillator Machine**
- Wheelchair
- Stethoscope
- Otoscope
- Magnifier
- Saturation meter
- Blood glucose meter
- Sugar Jellybeans or sugar cubes
- Biohazard container
- Non-contact thermometers

- sterile saline sachets or ampoules for irrigating eyes and minor wounds
- gauzes
- Band aids
- island dressing
- wound dressing pack
- sport tape
- a resuscitation face masks
- surgical face masks
- N95 face masks
- nitrile gloves
- Protective goggles
- Hand sanitiser
- Surface Disinfection wipes
- Crepe bandages
- Alcohol swabs
- Cotton pads
- Non-woven swabs 5x5
- Cotton tips
- Proviiodine swabs
- Wound antiseptic spray
- Hygienic pads
- Nail polish remover
- Elastic Bandage
- Ventolin/Asmol puffers
- Spacers for Ventolin/Asmol use
- Stainless steel scissors
- Tweezers
- Emesis bags for vomit
- Wound Pads for heavy bleeding

- Sterile eye pads
- Eye wash bottle
- Burns module
- Steris trips
- Safety pins
- Heat packs
- Ice packs
- Chemical ice packs
- Blankets
- Thermal Blanket
- Pillows
- Examination bed
- Skin lotion cream
- Tissue boxes
- Emergency action plans for students with health conditions
- Health condition list of all students with health conditions
- Epipens
- Epipens JR.
- Excursion first aid kits (backpack)
- Emergency Box

The Administration First Aid Officer/Registered Nurse specific duties include:

- Participating in the risk management process within the school as part of the school's OHS team. This may include contributing to risk management solutions and providing feedback on injury reports and first aid register data to identify persistent or serious hazards.
- Coordinating and maintaining first aid room/Health and Welfare Office and first aid kits
- Providing first aid services, advice and reminders of emergency life support including response to life threatening conditions which may occur in the school (e.g. cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, basic wound care, fractures, soft tissue injury etc.
- Providing input on first aid requirements for excursions and camps.
- The First Aid Officer/Registered Nurse will be available at the school during normal working hours.
- The First aid Officer/Register Nurse, in consultation with the parent/guardian, should ensure an individual medical management plan is determined for children with specific medical needs (e.g. Anaphylaxis, asthma, diabetes, severe allergies, etc.) and that all staff are made aware of the plan that is in place.
- The First aid Officer/Register Nurse should ensure that all infection prevention measures are respected during normal and epidemic times.

Disposal of contaminated waste

Contaminated waste (for example, dressings, wipes, cleaning cloths, nappies, human tissue, and blood and laboratory waste) should be disposed of in:

- appropriate biohazard waste containers or bags or
- in the general waste in suitably labelled bags (bags are to be double bagged) or
- sanitary waste bins
- Sharps should be disposed of in a sharp's container

Evaluation:

This policy was last reviewed in July 2021.

Related policies:

- [Anaphylaxis](#)
- [Asthma](#)
- [Medication](#)

GLENROY PRIVATE
PLEASE CONSULT REGISTER OF STAFF TRAINED IN FIRST AID AT
THE ANNEX

Annex

First aid training register

Name	Position	Contact details	First aid course completed	Course renewal date
Hadi Zaatari	Teacher	hzaatari@glenroyprivate.vic.edu.au mob: 0424 436 053	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Meryem Sonmez	Maintenance	Maintenance office msonmez@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 	16/12/2023

			<ul style="list-style-type: none"> • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Debbie Sahyoun	Teacher	dsahyoun@glenroyprivate.vic.edu.au Mob: 0419492750	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Name	Position	Contact details	First aid course completed	Course renewal date
Robert Rich	Teacher	rrich@glenroyprivate.vic.edu.au grade 4B Class Mob: 0414434166	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the 	16/12/2023

			Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Sanabel Ramahi	Teacher	sramahi@glenroyprivate.vic.edu.au Grade 5B class Mob: 0423497443	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Ahmad Rabah	Teacher	arabah@glenroyprivate.vic.edu.au Grade 5A class	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC 	16/12/2023

			<ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Name	Position	Contact details	First aid course completed	Course renewal date
Elif Ozturk	Teacher	eozturk@glenroyprivate.vic.edu.au 2A Class	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Alae Majzoub	Teacher	amajzoub@glenroyprivate.vic.edu.au Mob: 0415121640	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies 	16/12/2023

			in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Serafettin Kuru	Teacher	skuru@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Name	Position	Contact details	First aid course completed	Course renewal date
Fatima Khodr	Librarian	fkhodr@glenroyprivate.vic.edu.au Library Mob:0466 651 958	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies 	16/12/2023

			in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Dores Khattar	Teacher	dkhattar@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Sarah El Abd Kamleh	Teacher	skamleh@glenroyprivate.vic.edu.au MOB:0401019194	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the 	16/12/2023

			Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Name	Position	Contact details	First aid course completed	Course renewal date
Mohammed Kabbout	IT specialist technician	mkabbout@glenroyprivate.vic.edu.au MOB: 0401 725 373	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Erum Jawaid	Teacher	ejuwaid@glenroyprivate.vic.edu.au MOB: 0404333001	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and 	16/12/2023

			<p>Emergencies in the Workplace 22556VIC</p> <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Mehmed Istar	Teacher	mistar@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Name	Position	Contact details	First aid course completed	Course renewal date
Khaled Halabi	Religious and Arabic language Counsellor	khalabi@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and 	16/12/2023

			<p>Emergencies in the Workplace 22556VIC</p> <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Hafeez Abdul	Coordinator	<p>ahafeez@glenroyprivate.vic.edu.au</p> <p>Coordination Office</p> <p>MOB:0434283204</p>	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Celeine Fawaz	Teacher	cfawaz@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies 	16/12/2023

			in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Name	Position	Contact details	First aid course completed	Course renewal date
Roula Elmasri	Teacher	relmasri@glenroyprivate.vic.edu.au Grade 6A class MOB:0410 270 199	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Kousar Abbas	Teacher	kabbas@glenroyprivate.vic.edu.au Prep. A class	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma 	16/12/2023

		MOB: 0410 270 199	Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLT AID009 • Basic emergency life support HLT AID010 • First Aid HLT AID011 	
Mohamed Abdulhamid	Religion and Arabic Teacher	mabdulhamid@glenroyprivate.vic.edu.au MOB:0416916976	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLT AID009 • Basic emergency life support HLT AID010 • First Aid HLT AID011 	16/12/2023
Name	Position	Contact details	First aid course completed	Course renewal date
Esra Agbal	Teacher	eagbal@glenroyprivate.vic.edu.au Prep.B Class	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma 	16/12/2023

		MOB:0449985393	<p>Risks and Emergencies in the Workplace 22556VIC</p> <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Fatma Akgol	Teacher	fakgol@glenroyprivate.vic.edu.au MOB:0450721114	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Zeynep Allahverdi	Teacher	zallahverdi@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and 	16/12/2023

			Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Name	Position	Contact details	First aid course completed	Course renewal date
Ghaydaa Al Masri	Teacher	gammar@glenroyprivate.vic.edu.au MOB: 0469795028	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Summer Allouche	Teacher Aide	sallouche@glenroyprivate.vic.edu.au Happy room	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC 	16/12/2023

			<ul style="list-style-type: none"> • Management of Asthma Risks and Emergencies in the Workplace 22556VIC • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Amar Ayache	Teacher	aayache@glenroyprivate.vic.edu.au MOB: 0420755525	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Name	Position	Contact details	First aid course completed	Course renewal date
Manal Boussi	Teacher	mboussi@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC 	16/12/2023

		grade 3A class	<ul style="list-style-type: none"> • Management of Asthma Risks and Emergencies in the Workplace 22556VIC • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Ebtissam Diyab	Receptionist (resigned)	ediyab@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Esra Caliskan	Teacher	ecaliskan@glenroyprivate.vic.edu.au Mob: 0477904613	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and 	16/12/2023

			Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Name	Position	Contact details	First aid course completed	Course renewal date
Justine Boyd	Teacher (resigned)		<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023
Wafaa Mnaouar	Registered School Nurse	wmnaouar@glenroyprivate.vic.edu.au	<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC 	16/12/2023

		<p>Health and Welfare office</p> <p>MOB: 0481 163 035</p>	<ul style="list-style-type: none"> • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	
Nuran Kurt	Teacher aide (resigned)		<ul style="list-style-type: none"> • Management of Anaphylaxis 22300 VIC • Management of Asthma Risks and Emergencies in the Workplace 22556VIC <ul style="list-style-type: none"> • CPR HLTAID009 • Basic emergency life support HLTAID010 • First Aid HLTAID011 	16/12/2023

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