



# St Mary's Primary School Bairnsdale

## First Aid Policy

### Rationale

All students have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

### Purpose

The purpose of this policy is to ensure that a safe environment is provided for students by where first aid is administered when required and in a competent and timely manner.

### Implementation

- All injuries to students must be attended to, no matter how minor.
- The school provides first aid training to all teachers and school officers.
- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- Staff must be aware of the limits to the aid that they may provide. At all times when administering first aid, it should be done within the limits of competency and skills.
- A teacher is always obliged (duty of care) to assist an injured student, while an ordinary citizen may choose to do nothing.
- When there is a serious injury or illness, the teacher and principal are obliged to carry out appropriate first aid but not diagnose or treat the person. This is the competency of medical practitioners or medical emergency personnel.
- A first aid room will be available at all times. This room will have a comprehensive supply of basic first aid materials stored in a locked cupboard.
- There will always be a rostered first aid officer on duty in the office area during school hours to administer first aid to students or staff who receive an injury or are unwell.
- All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident, all injuries that occur during recess or lunch breaks, other than very minor ones that can be attended to by the yard duty teacher will be sent to the office area where the staff member on duty will manage the incident.
- The Sick Bay and first aid kits should contain items recommended in the 'Code of Practice in First Aid' and should be appropriately marked and be readily accessible to all parts of the school.
- Yard duty bags will contain basic first aid supplies including rubber gloves, a bottle of sterile eye solution, band-aids, steri-wipes and gauze. These will be checked regularly.
- Each Pod will have basic first aid supplies
- The kits will be regularly inspected and kept adequately stocked.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered to children without the express written permission of parents or guardians.
- One member of staff should be allocated responsibility for the overall organisation of all first aid, sick-bay supervision and the maintenance of the first aid kit/cupboard. This person should have Level 2 First Aid.
- First aid kits should also be available for all groups that leave the school on excursions.

- When students are in the first aid room/sick bay they should be supervised at all times. When a child is left alone in the sick bay under visual only supervision the red light must be turned on to alert staff to the presence of a student. Children with a head injury should not be left alone.
- Parents/guardians need to be informed as soon as possible if there is an emergency concerning their child and should be informed of any first aid treatment dispensed other than bandaid or icepack. Any injury to a child's head, face, neck or back must be reported to parents/guardians.
- An up-to-date confidential register, located in the Sick Bay, will be kept of all injuries or illnesses experienced by children that require first aid. The register will list the name of student and type of injury/illness and treatment given (e.g. grazed forearm – bandaid) date, time, name of staff. A Medication Register is also held in Sick Bay. This register lists the date, time, name of student, medication given, given by and witness. It is imperative that each time a student is given medication that it is witnessed by another staff member.

Date	Time	Student's Name	Medication Given	Given By	Witness
■	■	■	■	■	

- This register should be reviewed periodically by the principal and first aid coordinator and/or risk management coordinator to ascertain if there is a frequency of use of particular services or if a hazard is causing persistent injuries.
- 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 have an the incident recorded in the "school incident report book."
- Parents of ill students will be contacted to take the children home. Students must be signed out before they are taken home.
- At times of accidents or illness, the First Aid trained staff member/s in attendance must confer with the principal (or next most senior staff member available) and make a decision as to whether or not they should request the attendance of the ambulance service.
- Early in Term 1 all families will be requested to update medical and/or first aid information as well as parent contact details.
- The school must ensure that adequate First Aid provisions are in place for all school camps.
- General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Action plans for severe medical conditions will be included in the staff diary.
- It is the responsibility of all class teachers to take a medical report on each student with them when taking children out of the school. These are usually prepared for staff by the First Aid Officer and include asthma and/or anaphylaxis plans. The sheet for any given student may be given to an ambulance or registered First Aid officer if a student requires medical treatment.
- The school has personal accident insurance cover for each enrolled student.
- It is recommended that all students have ambulance cover.
- Certain signs or symptoms may indicate the need to seek further medical help, usually by calling an ambulance, these would include:
  - any loss of consciousness, even if only brief
  - a less than alert conscious state
  - any suspicion of a fracture
  - any suspicion of a spinal injury
  - any injury to eyes or ears
  - any penetrating injury
  - any open wounds
- Accidents are to be investigated. This may result in modifications to a work or play area.

## Reporting

### Report to Emergency Management Coordinator

Incidents which occur during school hours, during camps, excursions or outdoor adventure activities, which occur during travel to or from school, involve the media, or issues for potential negligence or

legal liability must be reported as required by the Diocese of Sale Catholic Education Office; refer to Emergency Management Steps (attached).

### **School Incident Report to CECV Industrial Relations Unit**

To meet the school's legal requirements under the Accident Compensation Act 1985 a **School Incident Report** will be completed for each serious injury occurring during school hours, during camps, excursions or outdoor adventure activities, which occur during travel to or from school, involve the media, or issues for potential negligence or legal liability.

The School Incident Report can be found on CEVN-ISS under Data Collection/School Incident Report

### **References**

Critical Incident Policy

Emergency Management Policy

### **Evaluation**

This policy will be reviewed as part of the school's five-year review cycle or as required.

### **Review**

Implementation Date: June 2020

Review Date: June 2022