

First Aid Policy



First Aid Policy

St Joseph's School
Murray Bridge

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Policy

First Aid Policy

Acknowledgement of Country

We acknowledge that we are meeting on the traditional country of the Ngarrindjeri people. We recognise and respect their cultural heritage, beliefs and relations with the land. We acknowledge that they are of continuing importance to the Ngarrindjeri people living today.

Purpose

Care of people and concern for their welfare are integral to the ethos of St Joseph's School, Murray Bridge. This school is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, students and others who are legally present on our premises and in our workplace. In keeping with this commitment, priority is given to providing adequate first aid facilities and first aid treatment for all persons at school following the legislative requirements of the **Work Health and Safety Act 2012 and the Work Health and Safety Regulations 2012.**

The school also recognises that it has a duty of care and is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety and welfare of students, workers, volunteers and other people who provide services to the school. To meet these social and moral responsibilities and our commitment under the legislation, we will provide resources, including finance for first aid facilities, equipment and appropriate training, policy and procedure. The school will maintain staff training records in first aid and CPR/emergency care and collate injury and illness records and information.

The purpose of this policy is:

- To administer first aid to children/staff/volunteers in a competent and timely manner when in need.
- To communicate children's health problems to parents and carers when necessary.
- To provide supplies and facilities to cater to the administration of first aid.

RESPONSIBILITIES

Senior First Aid Officer/s

To meet the requirements of the WHS legislation a person trained in first aid will be designated as the primary first aid officer and will be responsible for:

- Initial provision of first aid treatment.
- Maintaining all first aid kits within the school.
- Ensuring that well-stocked and maintained first aid kits are available for excursions, school camps, sporting events and other out-of-school activities.
- Maintain first aid facilities, i.e. first aid room and cupboards, following legislative requirements.
- Administering medication.

Trained personnel taking first aid kits from the school for excursions, sports events, etc., are responsible for the following:

- The care of excursion first aid kits.
- Providing emergency care.
- Recording incidents and injuries using the appropriate forms.
- Inform the senior first aid officer if restocking of the first aid kit/s is required.

While acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the recognised training or instruction they have received.

Staff

Under the WHS Act, all employed staff are required to take reasonable care of their own health and safety and must not adversely affect the health and safety of other persons. Staff must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and reporting injuries and illnesses.

All teaching and administrative staff will be trained in up-to-date CPR qualifications, including a component of CPR for children.

Staff members must be aware of students who have critical medical conditions, allergic reactions to insect bites or food, or asthma.

NOTE: Children with particular acute or severe medical conditions are documented in SEQTA and listed in 'Contact Details' folders, and displayed in the staffroom.

Whenever a student requires first aid treatment, staff members may assist according to their level of training. For more severe accidents, a staff member can call 000 and immediately contact the first aid officer, who will manage the situation as appropriate. Prompt notification will be provided to the Principal or their designated representative.

Staff (First Aid responders) are responsible for:

- Providing basic life support and emergency care consistent with their current level of training.
- Reporting and recording incidents and injuries as per school procedures.
- Ensuring they have stocked and maintained first aid kits on excursions, school camps, sporting events and other out-of-school activities.

Portable first aid kits will contain:

- A pair of single-use plastic gloves / small box
- Band-Aids
- Gauze Swabs
- Conforming Bandage
- Tissues
- CPR Face Shield
- Stingoes
- Triangular bandage
- Record book & pen
- First Aid passes

First aid bags are sent to the Office at the end of each term for restocking. If supplies need to be replenished during the term, staff are to inform the Senior First Aid Officer.

Under workplace health and safety legislation, staff are required not to interfere with or misuse anything provided in the interest of health and safety, e.g., removing first aid supplies from first aid kits and facilities.

Parents and/or carers and guardians

To ensure the health and safety of students at all times and to ensure that staff have necessary medical information, parents and/or guardians are responsible, in relation to their children and/or charges, for:

- Keeping the school informed of any medical conditions, treatments and relevant medical contact details.
- Providing staff with appropriate information and training/instruction where medical conditions require specialised treatment.
- Updating the school on any changes in medical conditions and/or required treatments.

Suppose a child contracts a contagious disease (such as chicken pox). In that case, parents/carers/guardians are requested to inform the school immediately so necessary steps can be taken to inform the community of the presence of such a disease in the school. Student and family confidentiality will be maintained.

If a child is kept home because of illness or injury, the parents/carers/guardians must telephone the School Office by 9:00 a.m. to inform them of the child's absence.

Parents/carers/guardians are requested to contact the School Administration Office for children absent for more than two days to give progress information about the absence.

FIRST AID KITS – FIRST AID ROOM

To ensure the health and safety of students at all times and staff have necessary medical supplies, the First Aid Officer must provide the following:

- A first aid room will be available for use at all times.
- A comprehensive supply of basic first aid materials will be stored in labelled drawers and cupboards in the first aid room.
- First Aid will form part of the daily yard duty roster. The teacher on Yard Duty is to carry a 'waist bag' containing basic first aid requirements, and they will administer first aid for minor injuries and abrasions.
- For children requiring First Aid for more severe injuries, the child is sent to the First Aid room with another child to be attended to by the Senior First Aid Officer/s. If the child requires a staff member to come to them, two children are provided with a first aid token (kept in the 'waist bag' of the teacher on Yard Duty) and are sent to call the teacher on First Aid Duty, who will then attend to the injury immediately.
- The First Aid Officer must complete a First Aid Report form. The form is copied and forwarded to the child's parent or guardian. The school maintains a digital or receipt copy of the original.
- A staff member will always supervise any child/children in the First Aid Room.
- During lunch and recess breaks, a child should only be detained in the First Aid Room when the nature of the injury/illness prevents him/her from participating in the remainder of the playtime.
- During class time, a child should only be detained in the First Aid Room when the nature of the injury/illness prevents him/her from participating in normal class activities. At this time, supervision is the responsibility of the administration staff.
- All injuries or illnesses during class time will be referred to the administration staff, who will manage the incident. All injuries or illnesses during lunch and recess breaks that require additional first aid will be referred to the Senior First Aid Officer.
- A confidential, up-to-date register will be kept in the first aid room of all injuries or illnesses experienced by children requiring first aid.

Procedure for Student Injuries and Illness

Should a student become ill at school, in the interests of their comfort, his/her nominated contact person will be informed and asked to take the student home. The student will be cared for at school until he/she can be taken home. In times of emergency, the name and phone number of the emergency contact person provided by parents will be used.

In an emergency, when it is impractical or impossible to communicate with the nominated contact person, the school will arrange for the child to receive such medical treatment as may be deemed necessary. In such cases, an ambulance will be called to transport the child to a medical centre or hospital. In severe cases, the nominated contact person/parents will always be informed as quickly as possible of their child's condition and the actions taken by the school.

All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permits, a teacher should confer with the Senior First Aid Officer or Principal before deciding on an appropriate action.

- All accidents will be investigated and documented. Facilities, equipment or practices that appear dangerous to students will be modified accordingly, and an incident report will be filed.
- All injuries to students must be attended to, no matter how apparently minor.
- All injuries and illnesses are to be referred to the School Office Administrator/Senior First Aid Officer, who will manage the incident as appropriate.
- An up-to-date Accident Register located in the School Office will record all injuries sustained by children. Whenever a student requires first aid treatment, staff members may assist according to their level of training.
- Injured or ill children will be brought to the School Office, where the injury will be treated as appropriate.
- Nominated contact person/s of all children who receive more than very minor injuries at school and receive first aid treatment will be notified of the nature of the injury, time, circumstance, and any first aid given. This will be reported via a "Minor Incident" report sent home with the child on the same day.
- For more serious injuries/illnesses, the Office Administrator/ Senior First Aid officer will contact the nominated contact person to organise professional treatment.
- Any injuries to a child's head, private parts, face, teeth, neck or back will be immediately reported to the nominated contact person/s.
- Injured or ill students are to be made comfortable, monitored, kept warm, and treated for shock. If in doubt, the child must not be moved.
- If staff consider a student unwell, the office administrator contacts the nominated contact person and requests that the child be taken home.
- When children return to school after a considerable absence because of illness or injury, the parent, carer, and guardian must confirm an available contact number in case they need to be contacted.
- Any children with injuries involving blood or broken skin 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 using the appropriate form for either temporary or long-term medication authorisation.

- First aid-trained staff will accompany children on excursions and camps. The staff will take first aid kits, mobile phones, emergency transport (for overnight camps), contact numbers, prescribed student medications, and medical permission forms signed by parents.
- The Principal or Senior Teacher on site will be informed of any serious injury that occurs in a day, including if the student is on an excursion or camp.
- No medication, including headache tablets, will be administered to children without the express written or verbal permission of the nominated contact person, parent/s, carer/s and guardian/s.

The school's accident insurance policy covers students on-site, at camp, or on excursions. Parents, carers, and guardians will be advised of the procedures for contacting Catholic Church Insurance regarding claims for injuries that their children sustain at school.

Record Keeping

When dealing with an incident, the first aider must ensure that a record of any first aid treatment given is kept. This should include:

- the date, time and place of the incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and First Aid treatment records can help the teaching staff identify trends and areas for improvement. They could also help identify training or other needs and may be useful for insurance or investigative purposes.

Personal Protection

First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions for managing them, including wearing gloves and other protective clothing (masks, eye protection) as appropriate and safely disposing of waste when administering first aid.

Cross-infection is managed while providing first aid by wearing gloves and washing hands with soap and water:

- Before and after contact with an ill or injured person - after contact with blood and/or other body fluids or contaminated items - when protective gloves are removed.
- When soap and water are unavailable, first aiders will use an alcoholic-based hand wash or equivalent.

St Joseph's School provides personal protective equipment (PPE) to protect first aiders and ill or injured persons from risks of exposure to harm from sharp objects and blood or other body fluids. PPE complies with relevant Australian standards and includes:

- Disposable gloves, aprons, and/or heavy-duty gloves.
- Eye protection, such as goggles and safety glasses.
- Procedure masks and sharps containers.

If any person has contact with blood or body fluids, the following procedures should be observed:

- Remove contaminated clothing.
- Wash well with soap and water if blood or body fluids get on the skin, regardless of whether there are cuts or abrasions.
- If the eyes are splashed, rinse the area gently but thoroughly with water while the eyes are open.
- If blood or body fluid gets in the mouth, spit it out and rinse the mouth with water several times.
- Incidents occurring at work should be reported immediately to the Principal or WHS Coordinator.

Procedure for Staff and Volunteer Injuries and Illness

If staff members require first aid treatment, treatment is to be undertaken by either the staff members themselves or the Senior First Aid Officer.

All staff injuries and illnesses must be reported using an incident report. These are located on the St Joseph's School Sharepoint Work Health and Safety tab. The injured person or their Senior First Aid Officer is responsible for reporting incidents.

The Staff First Aid Register must be completed to ensure that any trends are identified and addressed as appropriate.

In an emergency, when it is impractical or impossible to communicate with the staff member/volunteer emergency contact person, the school will arrange for the staff member/volunteer to receive such medical treatment as may be deemed necessary. In such cases, an ambulance will be called to transport the staff member/volunteer to a medical centre. In severe cases, the emergency contact person will always be informed as quickly as possible of the staff member/volunteer's condition and the actions taken by the school.

Related policies, procedures and support documents

This Policy is to be read in conjunction with and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS) policy, procedure, guideline or support document, including the following:

- First Aid Procedure (CSH&W SA)
- Duty of Care Policy
- Duty of Care Procedure
- Accident/Incident Reporting
- WHS Policy (CSH&W SA)

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ST JOSEPH'S
SCHOOL

IN ALL THINGS KINDNESS

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We acknowledge the Ngarrindjeri people as the custodians of the Ngarrindjeri land, and that their cultural and heritage beliefs are still as important to the living Ngarrindjeri