



First Aid Policy

Related Policies

Pastoral Care Policy
Student Welfare and Management Policy
Medication Dispensing Policy
Allergy Awareness policy
Work Health and Safety Policy

Purpose

To provide guidelines to ensure the safety of staff and students when dealing with a variety of medical or emergency situations.

Definitions

First Aid: the initial administration of treatment in the case of accidents that may precede the involvement of a doctor or full medical care being obtained.

Anaphylaxis: The most severe form of allergic reaction.

CPR: Cardiopulmonary Resuscitation –The technique which combines expired air resuscitation and external chest compressions for a victim whose breathing and heart have stopped.

First Aid Qualifications: A certified course run by a recognised provider such as Red Cross, St John's Ambulance or Parasol.

Policy

Teachers, as part of their general duty of care, are obligated to provide assistance to injured and sick students. If a student is sick or injured, the teacher must do everything possible to assist that child.

The school secretary is the designated First Aid Officer.

All staff members are to have annual CPR training and biannual anaphylaxis training. 10% of staff (small schools minimum 2) are to have current Senior First Aid qualifications.

Under the Work Health and Safety Act 2011 and the ACT Work Health and Safety Regulations 2011 Act, schools must do everything reasonably practicable to ensure that students are not exposed to risks to their health and safety while they are at school.

Under the provisions of the Act, all places of work are required to have and maintain First Aid kits that are readily accessible. The Regulations specify what the First Aid kits are to contain and where they are to be located. The school secretary is in charge of the kit and responsible for ordering and maintaining First Aid supplies.

In the event that a child becomes ill or is injured during class time, she/he will be accompanied to the school office for attention. In the event that a child becomes ill or is injured during recess or lunch, she/he will be accompanied to the Sick Bay and a rostered staff member notified. The school secretary assesses the child and decides the course of action. A record of treatment is kept in the Sick Bay.

When a child requires further attention than can be given at school, the Principal is notified and the Secretary contacts the parents of the child.

All injuries sustained by students as a result of an accident should be recorded in the Accident Report Book that is kept in the office. The Principal or Assistant Principal should read and sign each entry.

Procedures

1. Due to the possible transmission of Blood Born Viruses (BBV) the following precautions should be observed by the person(s) rendering first aid:

- A supply of disposable gloves should always be available, used and disposed of appropriately.
- Avoid contact with blood. If contact occurs ensure area is washed thoroughly, using soap.
- All waste material that is contaminated with blood or body fluids should be placed in a plastic bag, tied shut and placed in a waste bin for disposal.
- All blood and or body fluid spills needs to be cleaned up immediately.
- All equipment in First Aid kits needs to be maintained and cleaned regularly by the designated First Aid Officer. Equipment used must be cleaned thoroughly immediately after use, before being returned to Kit.
- Every First Aid Kit is to include a facemask for use in CPR.

2. As part of a normal Health Curriculum, all students are reminded of basic health care procedures such as

- Washing hands after bathroom use.
- Placing a hand over the mouth when coughing and the use and disposal of tissues for bodily fluids.

3. Staff members may exercise a watching brief in regard to a student with apparently minor injuries or illness. If a child is obviously sick, parent/guardians or emergency contacts should be contacted as a matter of course.

4. General Hygiene standards need to be maintained throughout the school. These include:

- Mouthpieces from musical instruments should be washed and cleaned thoroughly after each use.
- Crockery and eating utensils must be cleaned and dried and not left soaking.
- The use of shared hand towels is to be discouraged. Use of paper toweling or hand dryers is the preferred option.
- Staff involved in toileting children or caring for disabled students must wear disposable gloves when contact with blood and/or body fluid is anticipated. They must wash their hands thoroughly with soap and water after removing and disposing of gloves.

5. Parents are responsible upon enrolment, for notifying the school regarding any specific health needs related to their child. Parents must complete and maintain a health management plan for conditions such as asthma, anaphylaxis, or other serious health concerns. Children with serious medical conditions are identified via photograph. These are displayed in the front office, in the relief teacher folders and in the duty lanyards that teachers use for duties. Medication for serious conditions such as epipens for anaphylaxis are safely stored in the medical room (*see Allergy Awareness Policy*).

In the case of class excursions, it is the responsibility of the class teacher to ensure that any medication required by students is taken with the class in the teacher's care.

It is the responsibility of the teacher to ensure that the first aid kit and required medications are also taken with the class.

Head Lice

- Head lice are endemic in Canberra. Children who have head lice or nits in their hair must be sent to the office.
- If nits are found in the hair of a child, the Principal should be advised and a note sent home to all parents of children in that class to take precautions. A copy of this note is available at the office.
- Staff should not physically inspect children's hair for lice.

References

Policy and Administration Procedures Manual, Archdiocese of Canberra and Goulburn Catholic Education Office.

Student Safety in Schools: Policy Guidelines, NSW CEC, November 1996.

Work Health and Safety Act 2011 and the ACT Work Health and Safety Regulations 2011 Act First Aid; Responding to Emergencies, Australian Red Cross, November 2001.

www.allergy.org.au

Forms

Refer to the Catholic Church Insurances (CCI) Accident Book.

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