

ST. PETER CHANEL CATHOLIC PRIMARY SCHOOL DEER PARK FIRST AID POLICY

Vision

We believe in the education of the whole person, providing a happy, caring and stimulating environment enabling each member of our unique community to develop to their full potential, so that they are able to make their best contribution to society.

Rationale

There is an obligation on the part of the school to provide first aid supplies and equipment and on staff of the school to administer first aid when necessary. To fail to do so would be to fail in the duty of care owed to students by members of staff.

NB: This policy has been developed from guidelines set out in the Student Health section of the Schools of the Future Reference Guide (Sept 1996) to enable the students, staff and parents to have a system that enables correct protocol to be carried out with regards to the welfare of the students.

Aims

In order to fulfil the duty of care owed to students, St. Peter Chanel Catholic Primary School aims to:

- a. provide a facility for use in the administration of first aid;
- b. provide guidelines for the administration of first aid procedures; and
- c. so far as reasonably possible, prevent situations that increase the likelihood of the occurrence of injury or illness.
- d. to maintain a sufficient number of staff members trained with Level 2 first aid certificate

Implementation

Definition: First Aid is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work/school, using the facilities or materials available at the time. It should be realised that in the case of serious injury or illness, neither the Principal nor other members of staff are required to diagnose or treat the condition, apart from carrying out the appropriate first aid procedures. Diagnosis and treatment is the responsibility of the ambulance officer or medical practitioner called to the scene.

Requirements of Parents:

- ☒ When a child is enrolled at St. Peter Chanel Catholic Primary School, an Immunisation form is required to be given to the Principal.
- ☒ A written record of the child's physical and health status is provided through the enrolment process. This includes the collection of information relating to Emergency Contact details, Family Doctors, allergies, medical conditions, and so on. At the beginning of each year, parents are required to update this information. If any of the details change during the year, parents/guardians are required to notify the administration staff.

- ∅ The medical status of each child in a class group will be available for the teacher and is to be maintained with any medical alerts highlighted. These are to be highlighted on a class list in the Emergency Teacher folder also. They will also be displayed in a "Special Health Needs" booklet to be kept in First Aid, Staff Room, Teacher planning areas which includes a photo of the child and their particular health situation.
- ∅ Each child with an ongoing chronic health problem will require a *Medical Condition Management Plan* to be formulated by a doctor in consultation with the parents. Copies of this will be kept with any medication and with a photo of the child in the First Aid Room, Learning Areas and Staff Room. Children with asthma require an *Asthma Management Plan* formulated by a doctor in consultation with the parent. A register of children with Asthma is maintained by the school and stored in the First Aid Room and Staff Room.
- ∅ Medication must only be delivered to the office by parents/guardians.
- ∅ Parents/Guardians are responsible for the regular maintenance of their child's medical/emergency information, medication and medication delivery.
- ∅ Sick children should not be sent to school. This will assist with recovery of the child and reduce the spread of infection.

Requirements of the school

Training of Staff

- 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.
- All staff will be trained in First Aid to a minimum of Level 1. This includes management of blood spills and self protection practices.
- All staff will be required to update their First Aid training every 3 years. The school will provide this training.
- 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.

First Aid Kits, First Aid Room

- First aid kits will be available in each classroom, as well as the staff room and administration offices
- A first aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a cupboard 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 'bumbag' containing basic first aid requirements, and they will administer first aid for minor injuries and abrasions.
- For children requiring First Aid for more serious injuries, the child is sent to the First Aid room with another child to be attended to by the First Aid Duty staff member. If the child requires a staff member to come to them, two children are provided with a first aid token (kept in the 'bumbag' of the teacher on Yard Duty) and are sent to call the staff member on First Aid Duty, who will then attend to the injury immediately. The staff member on First Aid Duty must complete a *First Aid Report* form. This form is copied it and forwarded to the child's parent/guardian. The school maintains the original.
- Minor injuries and/or illnesses will be attended to by staff members on duty. More serious injuries will be referred to:
 1. parent/guardian
 2. emergency contact

- If neither can be contacted the course of action is decided by the Principal or delegate
- In the case of a serious injury, an ambulance will be called immediately if required. All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action. The cost of this is the responsibility of the parent/guardian.
 - In the case of serious injury resulting in a broken bone (greenstick or compound) this must be reported to *Worksafe Victoria* on 132360 immediately and an incident notification form must be completed within 48 hours. The relevant site is:
<https://www3.worksafe.vic.gov.au/powsWeb/onlineNotificationWizard.do?method=init>
 - Any child/children in the First Aid Room will be supervised by a staff member at all times.
 - During recess and lunch breaks a child should only be detained in the First Aid Room when the nature of the injury/illness prevents him/her from taking part in the remainder of the playtime. The staff member on First Aid Duty is responsible for supervision.
 - 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 taking part in normal class activities. At this time, supervision is the responsibility of the administration staff.
 - All injuries or illnesses that occur during class time will be referred to the administration staff, who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks will be referred to the staff member on First Aid Duty.
 - 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.
 - Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing first aid. Any injuries to a child's head, face, neck or back must be reported to the parents/guardian

Arrangements for ill students

In the event that a child presents as being ill, the teacher in charge (either in the classroom or in the playground) will contact the school office. The child will be accompanied to the office by two other students. The Administration staff will supervise the child in the First Aid Room and inform the Principal (or delegate) of the child and the complaint/illness symptoms.

An assessment based on how the child presents will determine whether or not the parents will be called to come and collect the child.

Parents will always be called in the following circumstances:

- Where there has been a knock to the head
- Where the child presents as having a high temperature
- Where the child has vomited
- Where the child has been unconscious for any amount of time
- Where the child has had a fall and is unable to move any part of their body
- Where the child is so distressed or feeling so ill that they are unable to participate in the activities of the school

Accident Book Procedures

- In the event of any substantial injury to a child whilst at school the Catholic Church Insurance Accident Book for Students is to be completed by the teacher who either witnessed the incident or who was responsible for the supervision of the children at the time of the incident. The report is to be completed on the day of the incident and is to be signed by either the Principal or the delegate.

First Aid Supplies

- First Aid Cupboard should contain supplies in accordance with Schools Reference Guide 4.5.1.4
- The First Aid Resource Person is responsible for ensuring the First Aid Cupboard and Kit kept in the First Aid Room is stocked and up to date at the beginning of each term.
- The class teacher is responsible for advising the resource person of the need to replenish contents of the Learning Area first aid kit.

Managing Hygiene and Blood Spills

- Adequate hygiene practices must be used at school. Those who administer First Aid are reminded that they must wear protection on their hands when treating injuries. Always use disposable gloves, tissues and other protective aids when treating an injury. Thoroughly wash hands and nails.
- Wear disposable gloves when handling any body fluid.
- Never allow another person's blood onto cuts, sores or broken skin, or near the eyes or mouth.
- Clean up spilt blood promptly with a disposable cloth soaked in diluted bleach. Wash all affected surfaces with hot water and bleach.
- Use tongs (where available) to handle sharp objects containing blood.
- Needles and syringes must always be handled with care and placed in the Syringe Disposal Containers kept in the Principal's office.

Medicines

Definition of a medicine: Any substance used to alleviate any medical condition

Medication

- **No medication** including headache tablets will be administered to children without the express written permission of parents or guardians. **The only exception is asthma medication. (See Asthma Policy for full details)**
- If students require medication during school hours, parents are encouraged to come to the school to administer medicines to their own child. If this is not possible, parents are required to complete a Medication Form, which states the date/s day/s time/s and dosage to be administered. The form and medication is to be placed in a clearly marked container and is to be handed to the school office to be stored in an area inaccessible to students. The medication will be administered at the stated times by the Classroom teacher/school administration staff.

Anaphylaxis Management

The principal will ensure that an individual management plan is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

For full details see ***Anaphylaxis Management Policy***

Medication on School Camps and Excursions

- A portable First Aid Kit will be taken on camps and excursions.
- The camp/excursion leader will be responsible for the collection, storage and administration of medication to those children whose parents have provided the completed forms and requirements according to this policy
- A permission form including emergency medical information is sent home prior to each excursion. A detailed medical permission form is to be completed by parents prior to camp.
- In severe cases of illness or injury the child's parents will be contacted. If a parent cannot be contacted the teacher in charge of the activity will make a decision on the course of action to be taken.

Evaluation: This policy will be evaluated in accordance with the School Improvement Plan or as required.