



OUR LADY'S PRIMARY SCHOOL FIRST AID POLICY

Our Lady's Primary School is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004. The school's policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off school campus

Rationale

There is an obligation on the part of the School Principal to provide first aid facilities and trained staff. Furthermore there is an obligation on teachers to administer first aid when necessary, because to fail to do so would be to fail in the duty of care owed to students by teachers.

It should be realised that, in the case of serious injury or illness, neither the principal nor the teacher nor the first aid officer is 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.

First Aid Officers

The school has provided the number and qualification level of first aid officers required. The following staff members are First Aid Officers:

REGISTERED NURSE

Lauren Scarafilo (Monday to Friday 9:30am - 3:00pm)

DEPUTY PRINCIPALS

Mark Pietryk
Lina Vescio
Cinzia Mancuso

OFFICE ADMINISTRATION

Julie Fraser
Deborah Clow

First Aid Officer Training

The school has ensured that all school first aid officers have undergone recognised first aid training. The school maintains a registry of all first aid officers, listing first aid qualifications and renewal date.

The minimum acceptable level of training for first aid officers for workplaces is the senior first aid certificate (often referred to as a level 2 first aid qualification) or its competency based equivalent HLTF301B Apply First Aid. (WorkSafe, 2008)

Duties

Primarily the first aid officer who has the necessary training and expertise carries out first aid duties. When the first aid officer is not available appropriately trained staff will be appointed (they are listed above under first aid officers). The provision of first aid may include:

- all emergency life support, such as response to life-threatening conditions that may occur in the school (for example, cardiac arrest or respiratory difficulties associated with asthma), management of severe bleeding, fractures, and soft tissue injury; and basic wound care.
- participation in the risk management process within the school. 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.
- provision of first-aid emergency awareness information for staff, including emergency notification procedures, the names of trained first-aiders and emergency services telephone numbers.
- The first aid officer is responsible for the overall organisation of all first aid, sick bay supervision, and the maintenance of the first-aid cupboard and kits. This staff member should have first-aid qualifications of Level 2 or its equivalent.

First Aid Equipment and Facilities

Our Lady's Primary school has 3 first Aid Kits that meet the following conditions:

The first aid kits will:

- Be located in prominent and accessible positions and ensure all staff and students are aware of their location in case of an emergency
- Have their location/s identified with a suitable sign
- Have the name of the person responsible for the kit/s clearly displayed
- Be available for all groups that leave the school on excursions
- Not be locked

First aid kit contents:

- A first aid kit includes:
 - Basic first aid notes
 - Disposable gloves
 - Resuscitation mask
 - Individually wrapped sterile adhesive dressings
 - Sterile eye pads (packet)
 - Sterile coverings for serious wounds
 - Triangular bandages
 - Safety pins
 - Small sterile unmedicated wound dressings
 - Medium sterile unmedicated wound dressings
 - Non-allergic tape
 - Rubber thread or crepe bandage
 - Scissors
 - Tweezers
 - Suitable book for recording details of first aid provided
 - Sterile saline solution
 - Plastic bags for disposal (WorkSafe, 2008)
- Is checked regularly to certify that contents are complete and current
- Contains a current first aid manual
- Includes emergency number of first aider/s and emergency services
- Contains a content checklist – to be checked and replenished after each use and at the end of each term
- For school excursions, the contents may vary depending on the nature of the hazards in the area (e.g. rural, sporting, etc).
- A portable first aid kit should be available for use at the scene of an emergency

Yard Duty First Aid Bags..... to be completed

First Aid Room/ Sickbay

The school has provided a first aid room or designated first aid area. This room is connected to the school's general office.

The first aid room will:

- Contain appropriate First Aid items
- Be clearly identified
- Be designated specifically for first aid purposes
- Be located to provide easy access to ill/injured persons (perform a 'walk around' of the school to determine the most suitable location for the first aid room or area)
- Be well illuminated and ventilated
- Have easy access for an ambulance
- Have easy access to toilets
- Have emergency telephone numbers prominently displayed (000), local hospital, local medical practitioner, Poisons Information Centre
- Have a list of first aid officer(s) names and contact numbers clearly displayed
- Have a designated first aid officer(s) who is responsible for the room / area
- Be checked at least once per term or after usage
- Have the location made aware to all employees, students, contractors and visitors.

Medication Administration

A Medication Administration Record is to be maintained. All medication administered is recorded by the first aid officer on the school's student database or Medication Administration Record.

General level 1 and 2 first aid training courses **do not** teach first aid officers to manage illness and injury using medication.

When a staff member is authorised to administer specific medication to students, the following information should be provided to the school:

- Name of student requiring medication listed on the container (written by pharmacist)
- Parental authorisation
- Medical practitioner's instructions
- Specific dosage to be administered to student
- Time medication to be taken by student
- Route medication to be taken e.g. oral, inhalation, injection, etc.

All medication dispensed must be recorded. Parental/Guardian permission is required to administer analgesics (pain medication) to students.

First Aid procedures of Recess/Lunch time:

- The First-aid Officer will stay in the first aid room and remain there for the entire break.
- The teacher on playground supervision will carry a first-aid bag, which needs to be collected from the first-aid room. This bag contains equipment needed to attend to very minor injuries. Cuts and abrasions are to be washed clean and then a band aid applied if necessary.
- If a child is seriously injured and cannot be moved, the supervising teacher will send the red laminated card, which indicates an emergency, to the First-aid officer. They will notify the staffroom that there is an emergency and will then go to the aid of the supervising teacher and appropriate measures will be taken in accordance with Guidelines.
- For extreme injury or illness, the order of notification is:
 - Ambulance,

- Principal or Deputy Principal
 - Parents
- For serious illness or injury, every attempt should be made to contact the parents/guardians before calling for medical attention, except in an extreme emergency. In serious cases, parents/guardians must always be informed as quickly as possible of their child's condition and of the actions taken by the school.
 - If parents/guardians are unable to be contacted, the Principal may direct the first aid officer to take the child to the local doctor if this is deemed necessary.
 - Parents/guardians will be informed of any first-aid emergency treatment their child has received.
 - Notification (see set format below) must be sent home for EVERY child who attends the first Aid room for any injury and/or illness which requires the administration of any First-aid procedure. This is to be signed by First Aid Officer or Principal/Vice principal and then given to the child to take home.
 - All accidents and injuries are to be recorded in COMPASS. The information required to be entered on this sheet is;
 - This step must be carried out for all attendances in the sickbay, whether for injury or illness, whether the attendance occurs during recess times or during class time. This procedure is necessary to protect all involved from litigation.
 - All head injuries must be sent to the first aid officer immediately who will assess the situation. In the case of any head injury, which leaves a lump, or a bruise or bleeds or has any discolouration of the area, the parents must be contacted so that they can make the decision about further treatment for the child.
 - If the teacher on duty is unsure of the seriousness of any injury or illness, the child should be sent inside where the First-aid Officer will make an assessment.
 - When a child presents to the First-aid Officer for treatment, he/she will be placed in the first-aid room where an assessment will be made. To reach an injury which requires the removal of clothing (excluding a jumper or socks), another teacher must be present.
 - The dispensing of any medication for the relief of pain, e.g. Panadol, is prohibited without the written permission of the parent or guardian.
 - All topical treatments eg. Calamine lotion, stingose etc.. are prohibited in school first aid rooms.

Procedure for first aid during class time:

- If a child requires first aid during class time, either for an injury or for illness, the school nurse should be contacted to collect the child and make an assessment of their needs
- The first aid officer will let the teacher know the outcome.
- If a child comes to the sickbay during the day, this visit must be entered onto the record sheet in the sickbay, taking particular note of time in.
- A child must not remain in the sickbay for longer than one hour.
- Parent/Guardian will be contacted.

Additional Resources:

- *Occupational Health and Safety Act 2004 (Vic)*

- *First Aid in the Workplace Compliance Code 2008 (Vic)*
- *Department of Education and Early Childhood Development website*
- *School Health and Safety: Hands on Guide CCH Australia, 2008*

Policy Review

This policy should be reviewed every two years or when necessary alterations are required.

Policy Updated: March 2020