



# St. Joseph's Primary School

## First Aid Policy 2014

### **Rationale:**

All staff at St Joseph's school Merriwa shares a special duty of care to provide a secure and safe environment for its students, visitors and members of the staff.

In particular in an emergency, all staff has a duty of care to provide assistance if a person requires immediate attention and no staff member trained in first aid is available.

Staff members are to use common sense which dictates that in an emergency, while they should not act beyond their capabilities and qualifications, they are expected to do what they can to prevent the condition worsening while awaiting medical services.

The focus of health and safety in the school as a workplace is on the prevention of illnesses and injuries.

Where an injury or illness does occur, first aid facilities that are adequate for the immediate treatment of injuries and illnesses are provided.

This policy should be read in conjunction with the **HIV and Other Blood Borne Infections** policy around the safe disposal of sharp objects.

### **Aims:**

1. To fulfil the legal responsibility of duty of care towards all students within the school community (including all out-of-school functions organised by school personnel) in respect to the administering of First Aid.
2. To ensure that staff are adequately trained to respond to most low order first aid needs
3. To fulfil Diocesan requirements regarding the reporting of serious accidents and injuries sustained at school
4. To facilitate Professional development of all staff members in this area.

### **Implementation:**

- Documentation of student medical conditions, record of dispensing icepacks, band-aids, stingose kept up to date.

- A general first aid kit located in the Secure Storeroom is maintained adequately
- Each teacher has a basic first aid kit in the classroom which is taken by them to the playground whilst on duty
- An excursion first aid bag is located in the secure store room.
- The staff member to whom the injury / sickness is reported is responsible for following the first aid procedure to its end.
- Procedures for response to a first aid situation fall into 4 broad categories-
  - A.** Minor ailments such as bumps, scratches etc are dealt with by the teachers
    - Teacher administers basic first aid eg band aid, ice pack, stingose etc
    - Teachers record details in First aid register located in the Front office.
  - B.** More serious ailments where blood, lump or bruising, is present will be treated as per emergency care protocols.
    - Teacher administers first aid eg ice pack, bandage, sick bay, elevate limb etc
    - Teacher records details in First aid register located in the Front office.
    - Teacher sends basic first aid note home with child.
    - Parent signs and returns the tear off slip the next day
  - C.** Serious injuries/illness, where follow up medical attention by a doctor would be deemed desirable but not urgent (including all head injuries)
    - Teacher administers first aid eg ice pack, bandage, sick bay, elevate limb etc
    - Teacher records details in First aid register located in the Front office.
    - Teacher notifies the parent (or emergency contact person) by telephone
    - Teacher sends basic first aid note home with child.
    - Parent signs and returns the tear off slip the next day
    - Teacher completes the Diocesan Accident/Injury notification form and sends to the CSO within 24 hours
  - D.** Critical injuries/illness where an ambulance is required
    - Teacher administers first aid until ambulance arrives
    - Parent (or emergency contact person) is telephoned immediately
    - Teacher completes the Diocesan Accident/Injury notification form and sends to the CSO

- Emergency Assistance Action Plan for Student supplied by parents:
  - A separate Action Plan devised by a student's doctor should be available for those students who may require emergency assistance ( e.g. severe asthma attack, epileptic fit)
- All teachers should be adequately trained in the administration of medication in emergency situations which are likely to arise in the school, especially where it is known that a student has a particular medical condition or serious allergy .( e.g. bee sting)
  - All staff are provided with Emergency Care training every three years and CPR training annually

**Budget:**

Provision as necessary will be made available from the school budget.

**Evaluation:**

Evaluation of this policy will take place

- every three years or
- with significant staff changes
- when changes in government and/or diocesan policy occur