

FIRST AID POLICY

SAINT MARY MACKILLOP PRIMARY SCHOOL KEILOR DOWNS



St Mary MacKillop School has a strong commitment to child safety as is reflected in our Vision Statement: “In and through positive relationships, we aspire to protect all children under our care, prioritising their safety and wellbeing.” We continually strive to ensure that every child is safe from harm including all forms of abuse. We exercise zero tolerance to abuse.

RATIONALE

Saint Mary MacKillop Primary School’s First Aid Policy has been developed in order to meet the requirements of the Occupational Health and Safety Act 1985- outlined in the Code of Practice - First Aid in the Workplace 1995. For the purpose of definition, First Aid is defined as: the emergency treatment and life support provided to students, employees and visitors who suffer injury whilst at the school, or whilst involved in school related excursions, camps, and sport and swimming programs.

AIMS

The First Aid Policy aims:

- To approach health and safety issues with a primary view of prevention.
- To ensure adequate training and resources are provided to effectively deliver first aid in the event of sudden illness or injury to students and employees.
- To ensure effective first aid be available to all students or employees.
- To ensure the school is supplied with the resources and training necessary to provide effective initial treatment in the event of sudden illness or injury to students or employees.
- To encourage preventative measures, which include the development of procedures to minimize emergency situations and to promote safety awareness amongst all members of the community.
- To maintain accreditation as an Asthma Friendly School.
- To maintain appropriate documentation when first aid is administered.

IMPLEMENTATION

Health Centre

- The school provides access to a Health Centre, which is located adjacent to the Administration Office, near an external door for access. It is well illuminated, ventilated and identified.
- The following minimum requirements are provided in this space: toilet and hand basin, chairs, desk, desk chair and computer .

First Aid Supplies

- Nominated staff are required to ensure the First Aid supplies are always adequately stocked. Minimum supplies in the First Aid Room include:
 1. gauze swabs
 2. disposable swabs
 3. dressings
 4. adhesive strips
 5. conforming bandages
 6. triangular bandages
 7. reliever puffer and volume spacer
 8. EpiPens
 9. ice packs
 10. sanitary pads
 11. single use gloves
- Minimum supplies required in First Aid Kits for yard duty include:
 1. adhesive strips
 2. tissues
 3. alcohol wipes
 4. Colour coded tickets for attendance at First Aid Room and Teacher Assistance

Staffing / Training

- A commitment to the employment of a qualified First Aid Officer (Workplace Level 2)
- The school will provide appropriate First Aid training (to Workplace Level 2) as required, to ensure student:staff ratios are met.
- The school will aim to have a ration of: one Level 2 qualified person per 150 students.
- School Officers will be trained to a minimum Level 1 standard.

Health Information

- Any Health Information collected is defined as in the Health Records Act (July 2002) as:
 - information or an opinion about:*
 - the physical, mental or psychological health of an individual;*
 - a disability of an individual;*
 - an individual's expressed wishes about the future provision of health services to him or her;*
 - a health service provided, or to be provided, to an individual; or*
 - other personal information collected to provide, or in providing, a health service.*
- Information collected is only relevant to what is necessary for the performance of a function or activity. Families must be notified regarding the use of the information and can gain access to any subsequent information gathered.
- All information collected can only be used or disclosed for the primary purpose for which it is collected or a directly related secondary purpose the persons involved would reasonably expect. Otherwise, consent is required.
- Data quality must ensure health information that is kept on record at the school is accurate, complete, up-to-date, and relevant to the functions performed.
- Health Information must be safeguarded against misuse, loss, unauthorized access, and modification.
- Every family is required to complete a Health Information Form [HIF] for each child (Appendix 1) upon enrolment. An update is required at the beginning of each school year. (Past HIF will be destroyed). This form enables the school to have accurate details relevant to the health of each child. It also provides emergency contact details and necessary consent to seek further treatment in the case of sudden illness or injury.
- A separate Asthma Management Plan (Appendix 2) must be completed by the family doctor and returned to school for any students who suffer from mild or chronic Asthma.

For the purpose of this policy and its implementation, a person is defined as having Asthma if at any time in their lives they have suffered from Asthma, including but not restricted to any time during a period of illness.

- Relevant Health Privacy Principles as contained in the Health Records Act and as outlined above apply to all health information collected.

Procedures in the Event of a Toileting Accident

Sometimes children may be so engaged in an activity that they forget to ask to go to the toilet.

- In the case where a child wets themselves the school will endeavour to have the child change their clothing, where extra clothing is available.
- In the case where a child soils their pants the school will contact the parents to come and collect their child or change their child where possible.

Procedures in the Event of a Sudden Illness or Injury

If a child suffers a sudden illness or injury and is able to attend the Health Centre, qualified First Aid staff (when available) will:

- Attend to the child's injury / ailment.
- Notify parents / guardians or nominated emergency contact by phone in the event of illness, significant injury, or trauma of any nature to head.
- Notify parents through a Parent Notification Form in the event of a relatively minor injury (e.g. scrap, small cut, etc).
- Notify the child's teacher.

If a child is injured and is unable to be moved

The child will be cared for at that location by qualified First Aid staff (when available) and:

- An Ambulance will be called if deemed necessary.
- Parents/ guardians are to be notified by phone.
- Principal is to be notified.
- Child's teacher is to be notified.
- If parents/ guardians are unable to reach the school in time to travel in the Ambulance with the child a staff member will accompany the child to the hospital.

For illness or injury of staff appropriate complementary procedures should be followed as for children with the staff members consent given where practical.

All incidents treated are to be recorded on individual children's record of injury forms located in the First Aid folders.

Medication

Other than Asthma medication or EpiPen, all other medication is to be given to children by parents / guardians at home. The school has been advised by The Royal Children's Hospital not to handle medication.

Children with Special Medical Needs

Children with special medical needs are required to have a letter from their doctors indicating the steps to take in case of an emergency, i.e. a Medical Action Plan. This action plan is filed and displayed in the Health Centre along with a photo of the child concerned. All staff members are to be briefed on the necessary steps to undertake in the event of assistance being needed by one of these individuals.

EVALUATION

This policy will be reviewed yearly.

Written 2016

Updated 2017

Reviewed 2020