



St. Martin de Porres School

Avondale Heights

FIRST AID POLICY

RATIONALE

The health and safety of all students and staff at St. Martin de Porres School is of major concern, and therefore, we are committed to the provision of a safe work and play environment, and to the prevention of injury and illness. It is recognised, that injuries may occur and so, appropriate procedures to ensure the health and safety of all, need to be implemented.

This policy identifies the school management procedures that are implemented to identify and monitor students who have pre-existing medical conditions that may alter and any students, staff and/or parents who may be involved in an accident requiring first aid treatment. It is essential that the treatment administered to the injured person be appropriate and that the school document the incident and first aid received.

AIMS

That:

- ◆ The school has at its disposal all relevant medical information on staff and students, so that incidents of a foreseeable change in medical conditions can be planned for and acted upon in an informed manner by trained first aid staff.
- ◆ The school is a safe workplace for students, staff, school community members and visitors alike, and that the school has defined areas for the safe storage of medications and has set procedures to cope with accidents and emergencies.
- ◆ The teaching and administration staff has, at their disposal, details regarding the appropriate first aid to be administered for common medical conditions such as asthma, epilepsy and diabetes.

All staff are made aware of -

- ◆ Students with existing medical conditions such as asthma, epilepsy, diabetes and the appropriate treatment if these medical conditions arise.
- ◆ Students who have allergic reactions to insect bites, food or any other substance. Those students who have anaphylactic reaction risk have this noted on their Medical Management Plan.
- ◆ Procedures for the administering of prescription and non-prescription medications to students at school, including the correct procedure for administering the EpiPen for anaphylactic reactions and also Ventolin and spacer device for Asthmatics.
- ◆ Procedures for treating students, and other individuals who may require first aid while at school or involved in a sanctioned activity (ie. excursions, camps).
- ◆ Medications for specific students and school medications must be stored in a safe area, restricting access to students.
- ◆ Parents are aware that the school must be notified in writing if a child is to be administered any other drug while at school, which is not detailed in their 'Student Medical Management Plan'. A parent consent letter must be presented to staff before administering any medication to a student.
- ◆ Students are aware that they are not permitted to bring paracetamol or any other medication to school without a parent permission letter and that the medication must be stored at the

front Office. The medication will be administered in the First Aid room when required and noted in the Medication Register.

IMPLEMENTATION

FIRST AID ROOM AND EQUIPMENT

Administration staff will be designated to ensure that the school has an appropriately stocked and well-maintained First Aid room and transportable first aid kits for camps and excursions. A small first aid bag containing bandaids, tissues and disposable gloves will also be provided for staff whilst on yard duty supervision.

HYGIENE WHEN ADMINISTERING FIRST AID

All cases should be dealt with in accordance to the following:

- ◆ Disposable gloves shall be used whenever there is a risk of contact with blood or other body fluids.
- ◆ After treatment of any person, soap and water should be used to wash hands and any other parts of the body, which have come into contact with blood or fluids.
- ◆ If staff members have open cuts or weeping sores on hands or lower arms, they are not to treat students.
- ◆ If mouth-to-mouth resuscitation is required, staff should use the mouthpiece recommended by St. Johns Ambulance.

CONTAGIOUS DISEASES/CONDITIONS

Students who are suspected of having a contagious condition shall be isolated from other children until their parents are notified and they have been collected. Students deemed to have a contagious condition shall be excluded from school in accordance with the Health (Infectious Diseases) Regulations 13 & 14, 2001 – Schedule 6 (Department of Human Services) recommendations.

MEDICAL REGISTER

- ◆ At the commencement of each school year, the school sends home a request to parents to update all medical information and contact details for their child/children. The onus is upon the parent/guardian to ensure that medical information, including emergency contacts is accurate and up to date, including Asthma Management Plans. Student Medical Management Plans are located in a red folder in the Sick Bay.
- ◆ A list of students with medical conditions is kept in the back of the First Aid Register. Due to privacy laws, if it is deemed necessary that details of any student needs to be displayed with a photo for quick identification (i.e.: such as a high risk anaphylactic reaction), parents will be notified and written permission sought.

MEDICATION

- ◆ Any medication brought to school must be given to the office staff who will organise for it to be housed in the first aid cupboard or staffroom refrigerator.
- ◆ Students with on-going oral medication must bring written directions and a parent signed consent form giving staff permission to assist the student to take this medication at the appropriate times.

MEDICATION (cont.)

- ◆ Paracetamol will not be distributed to students without written consent of the parent/guardians. Paracetamol is to be supplied by parents.
- ◆ Medications brought to school must be clearly marked with
 - Student's name;
 - The name of the drug;
 - The dosage required and its frequency;
- ◆ Any issuing of medication to students must be recorded in the medication register. (See Attachment 1)
- ◆ Staff are rostered on to the First Aid room every lunchtime and recess. If there are more than three students to attend to, or if there is a student who needs constant monitoring, extra staff will be called on to assist. Administration staff will attend to all First Aid needs during class times. After receiving necessary treatment, if a student is left to rest in the First Aid room, they will be monitored and physically checked by the rostered staff until they are assessed as well enough to return to staff or until parents collected them.

CLASSROOM INJURY/ILLNESS

- ◆ When students in the classroom require first aid treatment which is considered more than minimal, the classroom teacher will send the student (accompanied) to the school office. Teachers are able to contact the office by intercom phone to alert office staff. If an illness or injury occurs in a specialist class, the classroom teacher is to be informed.
- ◆ If necessary a parent of an ill child, or in a parents absence, an 'emergency contact' will be called and asked to take the child home and will sign the child out of the school.

PLAYGROUND/EXCURSION INJURY/ILLNESS

- ◆ All accidents or illnesses that occur on the playground at lunch/recess that may require first aid are to be reported to the teacher on duty. Each teacher carries with them a First Aid bag. The supervising teacher will attend to any minor injuries.
- ◆ Children requiring further attention will be sent to the sick bay and will be assessed and treated by a staff member.
- ◆ Any child that comes to the sick bay and requires first aid is given a 'First Aid Room Attendance Note', which is to be taken home. This form indicates the nature of the illness and/or injury, treatment given and the name of the teacher providing the first aid. Teachers must also record this information in the 'First Aid Register' book, which is kept in the First Aid room.
- ◆ In the event of any head injuries, the parent/guardian must be contacted.

SERIOUS ILLNESS/INJURY

- ◆ Serious injuries or illnesses are to be assessed by suitably qualified staff. In the case of a serious accident, the parent/guardian, or in their absence an 'emergency contact' will be called as soon as possible. The immediate action to be taken will be decided by the Principal or Deputy Principal or delegate.
- ◆ All staff members have the authority to call an ambulance immediately in an emergency. If an ambulance is deemed necessary, staff will complete the 'Emergency Referral Form' located in the First Aid Register. This form will be passed on to the Ambulance Officers for their reference. It is the parents' responsibility to meet any ambulance costs.
- ◆ Parents/guardians of ill children, or in their absence, 'emergency contacts' will be contacted to take the child home and will sign the child out of the school.
- ◆ In the event of serious accidents, the teacher treating the child is required to fill out a comprehensive report on the CCI School Accident Report Book. This is to be signed by the Principal/Deputy Principal.

ASTHMA MANAGEMENT

- ◆ In the case of a suspected Asthma attack, the staff member treating the child must refer to the Asthma Management Plan that has been completed by the Parents. If there is little or no response to Ventolin or other reliever medication an ambulance will be called and parents notified immediately.
- ◆ Children with a documented Asthma Management Plan are encouraged to keep their asthma reliever with them, however, all children will have access to the school Ventolin and a spacer at all times.
- ◆ The onus is upon the parent/guardian to ensure that Asthma Management Plans are accurate and up-to-date.
- ◆ When staff are unable to contact Parents of a child who appears to have difficulty breathing but is not known to have asthma they will be given 2 puffs of Ventolin via a spacer unit and monitored. Reliever puffers are extremely safe even if the student does not have asthma. Staff will continue to try to contact Parents to notify them. If any severe respiratory distress continues an ambulance will be called.

TREATMENT OF INJURY

- ◆ Cuts and abrasions are treated with water only and covered with a band-aid / cotton if needed. Antiseptics and creams will not be used. Staff cannot remove splinters or any embedded objects.
- ◆ Band-aids / adhesive tapes will be used on a child, unless parents/guardians indicate on the medical register that band-aids cannot be used.
- ◆ Ice will be used on injuries where needed, from the shoulders down. A cold compress will be applied for short periods of time to minor head / facial injuries.
- ◆ A basic First Aid kit, mobile phone and permission slips, which include a parent contact number, are taken on excursions including local walks and to sporting events.

The school has an appropriate number of staff who currently hold a 'Level 1 or 2 First Aid in the workplace' qualification.

Revised Feb. 2011, Feb. 2019

