



First Aid Policy & Procedures 2021

Procedures

St Mary of the Cross Catholic Primary School has planned for the First Aid needs of students and staff both at school and on approved school activities. The school has procedures for:

- First Aid Room including the location, signage and facilities provided for first aid at the school **(Appendix 1)**
- Training of staff, what the training will be, first aid officers and the maintenance of the first aid training register **(Appendix 2)**
- Procedure for Medication Management including the storage and distribution of medication to students **(Appendix 3)**
- First aid kits, their location, contents and maintenance **(Appendix 4)**
- First aid procedures for camps and excursions **(Appendix 5)**
- Procedure for yard duty and school activities **(Appendix 6)**
- Communication with parents, guardians and/or carers **(Appendix 7)**
- School Community access to the school's policies and procedures **(Appendix 8)**
- Procedures for contacting parents, guardians and/or carers after an incident or illness **(Appendix 9)**
- Register of student medical conditions **(Appendix 10)**

Appendix 1

First Aid Room:

At St Mary of the Cross Catholic Primary School the First Aid Room is centrally located adjacent to the School Office for ease of access to all in the school and for emergency services when required. It has adjoining doors with glass partitions to ensure visibility. The room is signed 'Sick Bay' for identification..

The First Aid Room is available for use at all times.

First Aid Room Facilities: equipment and materials will be available for use in the First Aid room. These include:

- Eye protection
- Gown/apron
- Disposable gloves
- Resuscitation mask
- Sharps Disposal System
- Biohazard Waste Container and sanitary waste bin
- An upright chair
- Storage cupboard
- workbench/ dressing trolley
- Available electric power points
- Functioning sink with hot and cold water
- Blanket and pillow

Resources available in the First Aid room will include:

- Details of current First Aid officers
- Medical Conditions Management Plan for individual students
- List of Emergency numbers
- Anaphylaxis medication for individual students
- Asthma Action Plans for individual students
- Spare Asthma medication

An adequate supply of basic First Aid materials will be stored in a cupboard in the First Aid Room, and will be checked and restocked at the beginning of each term.

Each child with an ongoing chronic health problem has a Medical Condition Management Plan that has been 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.

Arrangements for ill students:

- Any student/s in the First Aid Room will be supervised by a staff member at all times. First Aid duty will form part of the daily yard duty roster for scheduled break periods. The First Aid duty staff member will attend to injuries during break periods and Administration staff will be responsible for supervision during class times.
- In the event that a child presents as being ill, the teacher in charge (either in the Learning

Area or in the playground) will contact the school office. The child will be accompanied to the office by two other students.

- An assessment based on how the child presents will determine whether or not the parent/guardian will be called to come and collect the child

School and Parent Record: A record of each student injury will be recorded via the iPad in the First Aid room. The treating adult will complete the proforma at the time of treatment. A notification of the injury and treatment will be sent via the iPad app to the nominated parent via an email. No paper copy will be given to the child.

Appendix 2

Training of Staff:

St Mary of the Cross Catholic Primary School will ensure that all staff are familiar with the school's first aid procedures and are able to provide first aid treatment within the limits of their skill, expertise, training and responsibilities in order to discharge their duty of care.

- There will always be a First Aid Officer who can assist an ill or injured person and has current qualifications covering all the school's first aid requirements. As St Mary of the Cross Catholic Primary School has a staff and student population between 200 - 399, the minimum number of First Aid officers required is 4. Therefore the school will ensure a sufficient number of staff (including at least one administration staff member) will be trained to the minimum training requirement: HLTAID003 – Provide First Aid. This certificate is to be renewed every three years. In addition, the refresher in Cardiopulmonary Resuscitation (CPR) HLTAID001 must be completed each year.
- All staff will be trained in First aid to a minimum of Level 1. This includes the 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 facilitate 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.
- All staff will complete Anaphylaxis and Asthma management training in accordance with school requirements.
- Relevant staff will receive additional training, where required, to meet student health needs. These may include training for anaphylaxis, asthma, diabetes management or extra training to cover excursions, specific educational programs or activities.

The principal is responsible for monitoring the First Aid Training Register. The register of staff who are trained in First Aid will be overseen and maintained by the Administration Office. Entries will be updated when new training has been completed.

The register is contained within the OH&S Policy Master Register (Located in the Boardroom)

Appendix 3:

Medication Management:

“A medicine is any substance used to alleviate any medical condition.”

The purpose of this policy is to ensure St Mary of the Cross Catholic Primary School stores and administers medication correctly. This relates to all medications including prescription and over-the-counter medication.

The School understands the importance of maintaining appropriate routines and protocols in the administration of medicines while protecting student privacy and confidentiality and to meet our duty of care.

Medication, including headache tablets, will not be administered to any child without the express written permission given by parents/guardians. This permission is made by the completion of the Medication Authority Form.

NOTE: Medication to treat asthma or anaphylaxis does not need to be accompanied by the Medication Authority Form as it is covered in the student health plan.

The School will encourage parents or carers to consider whether they can administer medication outside the school day, such as before and after school and before bed.

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, it is recommended that a Medical Authority form be completed by the student's medical or health practitioner ensuring that the medication is warranted. However if this advice cannot be provided the form can be completed by parents or carers.

- Medication Authority Form states the student's name along with date/s, day/s, times/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 school administration staff.

When administering medication the person responsible, must ensure that:

- The Medical Authority Form has been completed by the parent/guardian
- the medication is accompanied by written directions including advice for storage and administration
- the correct student receives the proper dose of the correct medication via the correct method (such as inhaled or orally) at the correct time of day
- the medication is in its original container and bears the original label with the name of the student and information on dosage and time to be administered
- the medication is within its expiry date
- that a record of the administration is filled out on the Medical Authority form
- the Medication Authority Form is filed in the Medication register that is located in the school office
- the student's teacher is notified if they are to be taken out of their learning area.

Recording: The medication register should be used by the person administering the taking of medicine.

Storing Medication:

St Mary of the Cross Catholic Primary School will ensure:

- stored medication is within its expiry date
- the quantity of medication available does not exceed a week's supply, except in long-term continuous care arrangements that have been approved by the principal
- medication is stored:
 - according to the product instructions, particularly in relation to temperature
 - securely, to minimise risk to others
 - in a place only accessible by staff who are responsible for administering the medication
 - away from the learning area
 - away from the first aid kit

Warnings:

At St Mary of the Cross Catholic Primary School we will not:

- store or administer painkillers such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the parent or carer, or health practitioner
- allow the use of medication by anyone other than the prescribed student

Appendix 4

First Aid Kits

The First Aid room will be available for use at all times and an adequate supply of basic first aid materials will be stored in a cupboard in the room.

First Aid kits will be available in each Learning Area as well as the administration area.

Portable first aid kits will include:

- first aid manual of a smaller size
- at least two pairs of single use nitrile gloves
- vomit bags
- vomit sand to clean up
- gauze and band aids
- tissues
- a resuscitation face mask

Yard Duty first aid kits will include:

- single use gloves
- bandaids
- tissues
- vomit bag
- mobile phone for emergency communication
- emergency cards for a range of incidents including anaphylaxis

The First Aid Resource person must:

- maintain basic first aid supplies in the first aid room and restock at the beginning of each term
- maintain portable first aid kits for excursions
- maintain portable first aid kits used for yard duty
- store any medications separately from the first aid kit including any prescribed or non-prescribed medication provided by a student's parent or care

Appendix 5

School Camp and Excursions

Supervision of students during excursions and camps is a high priority for all members of staff at St Mary of the Cross Catholic Primary School. For all experiences offsite, teachers need to be mindful of protection from known hazards as well as foreseeing what could happen and then taking preventative measures.

Excursion staff must have first aid and emergency response knowledge appropriate to the excursion location, the students involved and the activities undertaken by each group of students.

Staff must also have a first aid kit appropriate to the excursion location, the activities undertaken and the specific needs of participating students with health or medical conditions. Staff must also carefully document first aid incidents and outcomes.

The extent of the first aid training required by staff will be determined by:

- the environment in which the group will operate
- the remoteness of the location
- length of time the staff are required to provide patient support before definitive medical help arrives
- the resources available to support a patient in these conditions
- the known medical history of students and staff

For excursions or camps involving adventure activities or locations without readily accessible medical support, at least one member of staff responsible for each group of students must hold, as a minimum, a current first aid qualification and a current CPR qualification.

Prior to all Camps and Excursions a detailed Risk Assessment is to be developed. The Risk Assessment will inform the planning of the event and help decide what resources, staff and equipment will be required. The assessment will cover the entire offsite experience including:

- the identification of all potential risks and hazards of the offsite activity
- all movement of students to and from the activity
- the offsite location (where possible, the venue has been visited prior to the commencement of the offsite activity to determine the suitability of the site, facilities, and equipment)
- student behaviour, safety and illness
- staff safety, illness and other considerations
- the management of students in the homegroup in the case of an emergency.
- The program to be followed during the activity has been set within the range of abilities of the participants.

The risk assessment must be completed during the planning of the offsite activity, reviewed before the commencement of the activity and where appropriate or requested, during the activity.

Responsibilities and processes for treating risks must be communicated to all excursion/camp staff before departing on the offsite activity.

A portable First Aid Kit for each homegroup will be taken on camps and excursions.

The camp/excursion leader (teacher in charge) will be responsible for the collection, storage and administration of medications to those students whose parents have provided the completed form and requirements according to this policy.

A permission form, including emergency medical information is requested prior to each excursion. This is completed through Operoo.

A detailed medical permission form is to be completed by parents prior to each camp.

To ensure accurate information for emergency services, details of the offsite activity will be registered in DEEDC's Student Activity Locator database.

In severe cases of illness or injury the student's parents will be contacted. If a parent cannot be contacted the teacher in charge of the activity will make the decision on the course of action to be taken. The principal will be notified of any decision made as soon as practicable.

All first aid treatment of students while on excursions and/or camps will be recorded and filed back at school.

Appendix 6

Yard Duty and School Activities

At St Mary of the Cross Catholic Primary School we believe that every student has the right to be in a safe and secure environment both in the learning areas and the outside play areas.

The teacher on Yard Duty has the responsibility to:

- be punctual and in the school yard remaining there until relieved by the next teacher on duty
- ensure students are engaged in safe play in the designated areas
- ensure the First Aid 'bag' and mobile phone is carried whilst on Yard Duty
- deal with minor injuries in the yard, send students who require care to the First Aid area, and send for a First Aid officer for more serious injuries
- in the case of serious injury, complete the Catholic Church Insurance injury report, in conjunction with the staff member on First Aid Duty and /or applicable staff members

Appendix 7

Communication with parents, guardians and/or carers

Information about St Mary of the Cross Catholic Primary School's policy and procedures for First Aid, distribution of medication, and management of students with medical conditions will be provided to parents/guardians. Updates to these policies and procedures will be provided through the school's website and newsletter.

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 doctor, allergies, medical conditions, and so on. At the beginning of each year, parents are required to update this information.

Parents will be reminded through the newsletter of their obligation to keep the school informed of any changes to the child's circumstances or health issues.

In the event of a student being treated in the First Aid room a record of the treatment will be kept by the school on the internal administration system. An email is then generated and sent to the parents to inform them that their child has received First Aid treatment.

Appendix 8

School Community access to First Aid Policy and Procedures

The First Aid Policy will be available to the school community through the school's website.

Appendix 9

Procedure for contacting parents/guardians after an incident or illness

The School and Parent Record is used to record all injuries or illnesses experienced by children who require First Aid. A record of the treatment will be kept by the school on the internal administration system and an email is then generated and sent to the parents to inform them that their child has received First Aid treatment.

When a student presents as ill an assessment made by the staff member responsible for First Aid will determine whether the parent/guardian will be called to come and collect the child. This decision will be made in consultation with the principal.

Parents/guardians will always be called:

- where there have been any injuries to a student's head, face, neck or back
- 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

Appendix 10

Register of Student Medical Conditions

At St Mary of the Cross Catholic Primary School a written record of the student'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/guardians are required to update their child's profile on Operoo.

Operoo is the software used by the school for parent communication. In this database is a register of all students and their individual medical conditions. Parents are automatically asked to check and update the information on the database each time they electronically sign for a child to attend a school event.

The register of students who suffer from asthma, are anaphylactic or have any other medical condition is managed by the Administration Officer. The register is kept in the first aid room along with action plans.

The medical status of each child in a home group will be available for the child's teacher and is to be maintained in a secure place in the learning space. Student medical conditions are to be highlighted on a class list in the Casual Relief Teacher folder.

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 and Learning Areas.

Parents/guardians are responsible for the maintenance of their child's medical and emergency information, medication and medication delivery.

When a child is enrolled at the school an Immunisation form is required or parents must provide an Immunisation Conscientious Objection Form.