1. **RATIONALE**
St Patrick’s Primary School is committed to the provision of an effective first aid service to protect the health and safety of all staff, students and others who may be affected by accidents, incidents or injuries arising from school activities, whether on or off school premises.

2. **AIMS**
- To ensure that the school’s first aid service is appropriate for the school’s needs.
- To administer first aid to staff / students / visitors when in need, in a competent and timely manner.
- To communicate staff / student’s / visitors health problems to parents when considered necessary.

3. **IMPLEMENTATION**

   a. **Accident Procedures – Staff, students and visitors**
      - Accidents requiring an ice pack, antiseptic cream, etc. not requiring an accident report to be filed are to be noted in the St Patrick’s Sick Bay Injury Register in the sick bay.
      - Children sent to the office from the playground to gain access to an ice pack have an ice pack pass, then ring bell and wait in office foyer for assistance.
      - The teacher must notify the secretary through internal phone system of the child’s ailment. If the secretary considers that the child is well enough to return to class, she will notify the teacher that the child is returning.
      - If the child is sick enough to be sent home, the child’s school bag should be sent to the office.
      - The secretary will notify the teacher if a child has been sent home.

   b. **Playground first aid bags**
      A first aid bag is supplied to the teachers for their duties. It is stored in the teacher’s classroom. Each first aid bag contains:
      - Bandaids.
      - Stingoes.
      - Antiseptic cream.
      - Plastic gloves.
      - Ice pack passes.
      - Emergency cards.
      The first aid bags will be checked and refilled each term (or at times when new supplies are needed) by the first aid officer.

   c. **Classroom first aid**
      All teachers are to have in the classroom a basic supply of gloves, band aids, tissues and Stingoes to alleviate the need to go to the office for basic first aid.

   d. **Accidents that must be reported - Staff, students and visitors**
Reporting takes two forms:
- Contact parents / carers, preferably by phone.
- Complete form: “Initial Notification of Injuries and Disease”. These forms hang on a noticeboard behind the photocopier in the staffroom.
- The following list is not exhaustive but provides some examples of situations which require reporting:
  - A bump to the head, ongoing complaints from a child describing the presence of pain etc.
  - Any accident that requires more than elementary first aid.
  - Any accident where the cause is uncertain (eg) spider bites.
  - Any accident requiring the presence of an ambulance.
  - Any fall where the person loses consciousness.
  - Any fall where an injury is sustained that prevents resumption of normal daily routines and activities.
  - Any accident or behaviour where the person does not seem themselves.
  - Any accident which requires time off school.

e. Asthma
- Ventolin and spacers are stored in the medical cupboard in sick bay.
- Ventolin use-by dates will be checked by the first aid officer at the beginning of the school year. Staff / students / visitors suffering an asthma attack are to be given 2 puffs of ventolin and observed. Emergency contacts / parents to be contacted.
- Ring 000 if required.

f. Anaphylaxis
- Epi pens are labelled and stored in the medical cupboard in the sick bay.
- Staff are required to collect appropriate epipens for excursions and off-site activities.
- Staff to administer epipen as required.
- Ring 000.
- Contact parents.

g. Emergency on the playground
- HELP cards are sent with a child to the office. This will alert staff to the need for assistance on the playground. HELP and anaphylaxis cards are stored in the playground medical bags.
- Dispense first aid.
- Contact parents/carers, alert them to the situation and seek their advice.
- Complete the Initial Notification of Injuries and Disease form. Give completed form to principal. Principal forwards it to the CSO within 48 hours.

h. When an ambulance is required
A staff member must travel to the hospital with the sick or injured staff member / student / visitor.

i. WorkCover Reportable Incidents
- A ‘notifiable incident’ as outlined in the WHS Act is:
  - The death of a person.
  - A serious injury or illness, or:
  - A ‘dangerous incident’.
- For a WorkCover reportable incident, an Incident Notification Fact form must be completed. This form is found in the secretary’s office.
‘Notifiable incidents’ may relate to any person—whether an employee, contractor or member of the public.

The WHS Act requires:
- Immediate notification of a ‘notifiable incident’ to the regulator after becoming aware of it.
- If the regulator asks, written notification within 48 hours of the request.
- Preservation of the incident site until an inspector arrives or directs otherwise.

Failing to notify is a criminal offence and penalties apply.

Regulator for NSW is Workcover NSW, phone 13 10 50

4. **BUDGET**
   Sufficient funds will be provided from the school budget to provide training for staff and the maintenance of first aid supplies.

5. **EVALUATION**
   This policy and procedures will be evaluated every three years.