



FIRST AID POLICY

JANUARY 2018

1. PURPOSE

This policy aims to:

- i. Ensure that the school's first aid service is appropriate for the school's needs.
- ii. Ensure that first aid is administered to students / staff / visitors in a competent and timely manner.

2. POLICY STATEMENT

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.

3. SCOPE

This policy applies to all students, staff members, volunteers and visitors at St Patrick's.

4. GUIDING PRINCIPLES

i. Accident Procedures – Staff, students and visitors

- a. Children sent to the office from the playground to gain access to an ice pack must be given an ice pack pass. They ring the bell and wait in the office foyer for assistance.
- b. During class time, the teacher must notify the secretary through the internal phone system of a student's ailment. If the secretary considers that the child is well enough to return to class, she will notify the teacher that the student is returning.
- c. If the child is sick enough to be sent home, the child's school bag should be sent to the office.
- d. The secretary will ensure that the parent or carer who collects a sick or injured student signs an early departure slip. The secretary will place the early departure slip in the pigeon hole of the teacher of the sick or injured student.

ii. Playground first aid bags: A first aid bag is supplied to the teachers for their duties. It is stored in each teacher's classroom. Each first aid bag contains:

- a. Band-aids.
- b. Stingoes.
- c. Antiseptic cream.
- d. Plastic gloves.
- e. Ice pack passes.
- f. 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.

iii. 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.

5. RESPONSIBILITIES

i. Accidents that must be reported - Staff, students and visitors

a. 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.

b. 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, e.g. 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.

ii. 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 two puffs of Ventolin and kept under observation. Emergency contacts / parents are to be contacted.
- Ring 000 if required.

iii. Anaphylaxis

- Epipens 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.

iv. Removal of a tick

- Step 1:** Seek immediate medical assistance and notify the child's parents if:
 - The child develops a red-ringed rash.
 - The skin becomes red and irritated.
 - The child develops flu-like symptoms, joint pain, a swollen joint or facial paralysis.
 Although other conditions can cause similar symptoms, the child should receive medical attention early on so that if it is Lyme disease, treatment can begin as soon as possible.
- Step 2:** Remove the tick as soon as possible because risk of infection increases between 24 to 48 hours after the tick attaches to the skin.
- Step 3:** Use tweezers to grasp the tick firmly at its head or mouth, next to the skin.
- Step 4:** Pull firmly and steadily until the tick lets go of the skin. Do not twist the tick or rock it from side to side. If part of the tick stays in the skin, don't worry. It will eventually come out on its own.
- Step 5:** Release the tick into a jar or zip-locked bag in case you want to have it identified later on.
- Step 6:** Wash your hands and the site of the bite with soap and water.
- Step 7:** Notify the child's parents after the tick has been removed, even if no other side-effects are observed. (See Step 1).

N.B. Never use petroleum jelly or a hot match to kill and remove a tick. These methods don't get the tick off the skin, and can cause it to burrow deeper and release more saliva (which increases the chances of disease transmission).

v. 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 the principal. The principal forwards it to the Catholic Schools Office within 48 hours.

vi. When an ambulance is required: In the absence of a family member, a staff member must travel to the hospital with the sick or injured staff member / student / visitor.

vii. 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'.

- b. For a WorkCover reportable incident, an “Initial Notification of Injuries and Disease” form must be completed. These forms hang on a noticeboard behind the photocopier in the staffroom.
- c. ‘Notifiable incidents’ may relate to any person, whether an employee, contractor or member of the public.
- d. The WHS Act requires:
 - Immediate notification of a ‘notifiable incident’ to the regulator after becoming aware of it.
 - If the regulator asks, written notification with 48 hours of the request.
 - Preservation of the incident site until an inspector arrives or directs otherwise.
- e. Failing to notify is a criminal offence and penalties apply.
- f. Regulator for NSW is Workcover NSW, phone 13 10 50

6. BUDGET

The school will devote a proportion of its budget to the provision of funds for professional development to support the staff in relation to this policy.

7. NEXT REVIEW DATE

This policy will be reviewed in 2020 in consultation with relevant staff.

8. DEFINITIONS

Accident: Any unplanned occurrence or incident that causes or contributes to personal injury or damage to property.

First aid injury: An injury that requires a single first aid treatment and perhaps a follow-up visit for subsequent observation involving only minor injuries and for which the student would typically return immediately to their normal class activities, e.g. minor scratch, minor redness from impact.

Hazard: A source of danger or something with the potential to cause illness, injury or damage to property or equipment.

9. LEGISLATIVE / PROFESSIONAL GUIDELINES

- i. Student Injury, Illness and Incident Reporting Procedure, Catholic Schools Office, Diocese of Maitland-Newcastle, 2016.
- ii. Student Injury, Illness and Incident Reporting Policy, Catholic Schools Office, Diocese of Maitland-Newcastle, 2016.
- iii. Student Injury, Illness and Incident Report Form, Catholic Schools Office, Diocese of Maitland-Newcastle, 2016.