

# OUR LADY OF THE NATIVITY SCHOOL

## FIRST AID POLICY

Our Lady of the Nativity School is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004. The school's policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off the school campus.

**The 'First Aid' policy is displayed in the following locations:**

<b>LOCATION:</b>
First Aid Room
School Policy Folder

### PROCEDURE

#### FIRST AID OFFICERS:

The school has provided the number and qualification level of first aid officers required.

#### First Aid Officer Details:

<b>NAME</b>	<b>LOCATION</b>
Kathy Maiolo	Office
	Office

The school has completed the *First Aid Checklist for first aid personnel*.

#### First Aid Officer Training:

The school has ensured that all school first aid officers have undergone recognised first aid training.

The school maintains a registry of all first aid officers, listing first aid qualifications and renewal date.

All staff have been trained in Level One First Aid. (See appendix 1)

## FIRST AID EQUIPMENT AND FACILITIES:

### First Aid kits

The school has provided the number of first aid kits required according to the number of staff and students at our school. These are centrally located in the first aid room. Each classroom has kits for dealing with biohazard spills. First Aid kits are available to all groups leaving the school on excursions or to attend sporting events. The first aid kits are checked on a regular basis and replenished where necessary.

### **First aid kit details:**

<b>LOCATION</b>	<b>TYPE</b> (portable, fixed, vehicle kit, etc)
First Aid Kit	Portable
Small (bumbag) kits	Portable
Backpacks (office area)	Portable

The school has completed the *First Aid Checklist for first aid kits*.

### First Aid room

Our Lady of the Nativity School has provided a first aid room or designated first aid area. This room is centrally located in the administration area of the school and is easily and quickly accessed by staff and students. There is access to a toilet and running water. Student contact details are centrally located in the nearby office and can be accessed by staff at all times. All members of the community are aware of the location of the first aid room and it is easily accessed by parents and emergency services when necessary. The room is regularly checked by the school's administration staff and student well-being co-ordinator to ensure that supplies are up to date and that the correct procedures are being followed.

**The school has assigned responsibility for the room to the listed designated first aid officer/s.**

<b>NAME</b>	<b>PHONE NUMBER</b>
Kathy Maiolo	9337 4204

The school has completed the *First Aid Checklist for first aid rooms*.

### **First Aid room contents:**

The school has met the content requirements of the first aid room.

- Sink with hot and cold water
- Work bench
- Cupboards for storing medication and medical supplies.

- First Aid kits and bags for use outside and/or to be taken on excursions, camps etc
- *A sharps disposal system*
- Protective equipment
- Electric power points
- Resuscitation masks
- Signage indicating emergency procedures
- A first aid kit appropriate to the workplace
- A refridgerator for the maintenance of ice packs.

The school meets its requirements in accordance with WorkSafe guidelines 2008.

The school has completed the *First Aid Checklist for first aid rooms*.

### **RECORDS:**

Our Lady of the Nativity School has established a system for recording all information relevant to the first aid management of an injury or illness.

**Incident/accident record books are kept in the following locations:**

<b>LOCATION</b>	<b>PERSON RESPONSIBLE</b> (first aid officer)	<b>CONTACT NUMBER</b>
<b>First Aid Room</b> <b>First Aid Station (oval)</b>	Teachers rostered on First Aid duty.	
<b>Administration office</b> (Record of serious incident)	Staff member who witnessed injury/accident.	<b>93374204</b>
<b>Serious Accident Notification - Worksafe</b>	Principal in consultation with staff member(s) witnessing accident.	

Up to date records are maintained in relation to the management of Asthma, Anaphylaxis and other chronic conditions suffered by both children and staff.

### **ADMINISTERING MEDICATION:**

The school has designated suitably trained staff to be responsible for the appropriate storage and administration of prescribed and non-prescribed medications to students.

Our Lady of the Nativity School has excellent procedures and practices in relation to the administration of medication.

### **Asthma:**

- Each child with asthma is required to have an up-to-date asthma management plan which is centrally located in the sick bay.
- This plan is checked prior to any child receiving medication.
- Notification of the administering of medication is sent home to parents.
- All asthma medication is centrally located in the sick bay in clearly labelled, individual containers.

### **Anaphylaxis**

- Action plans for all children suffering from anaphylaxis are clearly displayed on a wall in the first aid room. This action plans contain a current photo of each individual child.
- Epi pens for each child are hung in an appropriate container next to the action plan. These too have a current photo of the child attached to ensure children are receiving the correct medication.
- Staff ensure that all appropriate medication is taken on excursions, sporting activities etc.
- ALL STAFF ARE TRAINED IN THE ADMINISTRATION OF THE EPI PEN.

### **Short term medication.**

- Specific instructions for the administration of medication to children by the school must be provided in writing by a parent or guardian.
- Medication, together with written instructions, is to be given to the office staff at the beginning of the day.
- Medication will be administered at the appropriate time by the office staff.
- No medication is to be kept in the classroom.
- Written notification regarding the administration of medication will be sent home to parents.

### **Staff trained to dispense specific short-term medication:**

<b>NAME</b>	<b>LOCATION</b>	<b>CONTACT NUMBER</b>	<b>TYPE OF MEDICATION</b>
Kathy Maiolo	Office	9337 4204	All

All medication administered, must be recorded by the first aid officer on the school's student database or on the ***Medication Administration Record***.

### **RESOURCES:**

- *Occupational Health and Safety Act 2004 (Vic)*
- *First Aid in the Workplace Compliance Code 2008 (Vic)*
- *Department of Education and Early Childhood Development website*
- *School Health and Safety: Hands on Guide CCH Australia, 2008*

### **FORMS/ADDITIONAL INFORMATION:**

- First Aid checklist – first aid personnel
- First Aid checklist – first aid kits
- First Aid checklist – first aid rooms
- Medication Administration Record
- School Incident/Near-miss Report (on CEVN website)

## **ACCIDENT MANAGEMENT PROCEDURE**

In the case of an accident involving a student the following procedures will be enacted.

### **In the playground**

The first point of contact in the case of an injury/accident is the teacher rostered on playground duty. If warranted, the teacher will direct the child to the first aider on duty out in the playground.

Any significant injury will be directed to the school administration in order for parents or appropriate professionals to be contacted.

### **In Learning Areas**

In the event of an accident/injury occurring in a learning area the following procedures should be followed.

If the injury is minor and the child is able to walk a teacher should contact the front office and advise them of the situation and then send the injured child to first aid accompanied by two children.

If the injury is more severe, a teacher should contact the front office for assistance. At no time should a teacher leave her/his class unattended.

### **Recording of Injuries/Accidents**

All injuries and accidents are to be written up using the accident record book which is located in the First Aid room in the Administration building.

### **Knock to head.**

In the event of a child receiving a knock to the head, parents are to be notified.

In the case of a minor knock parents will be notified by text message.

In the case of a more severe injury, parents are to be contacted by phone as soon as possible after the incident.

### **Other Injuries**

All other injuries will be assessed on an individual basis following the application of basic First Aid training.

The following steps should be followed by all staff responding to an accident/injury.

1. Assessment of possible danger
2. Engagement with the child to determine injury, level of consciousness, etc

Based on the above, the following procedures can be enacted:

- Check airways
- Check breathing
- Check circulation
- Determine disability / injury
- Evaluate level of injury

Based on information gained a staff member will:

- Assist the child to first aid
- Instruct a child to remain very still
- Call for the assistance of other staff members (either on yard duty or in administration)
- Instruct staff to call an ambulance

*If in doubt about the seriousness of an injury or the effects of an accident a teacher should contact another member of staff for assistance.*