



St Columba's School Bayswater

Grow in Faith Seek Wisdom Live in Peace

First Aid Policy

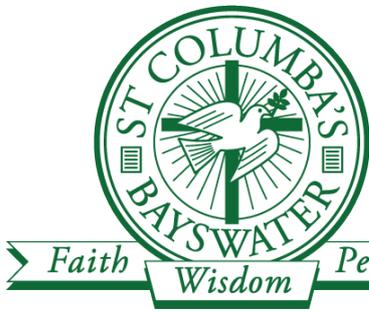
VISION STATEMENT

St Columba's Primary School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

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Art Lombardi

2018



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RATIONALE

Care of people and concern for their welfare are integral to the ethos of St Columba's Primary School. This school is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, students and others who are legally present on our premises and in our workplace. In keeping with this commitment, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at school in accordance with the legislative requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011.

SCHOOL RESPONSIBILITIES

The school recognises that it has a duty of care and is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety and welfare of students, workers, volunteers and other people who provide services to the school. To meet these social and moral responsibilities and to meet our commitment under the legislation, we will provide resources including finance for first aid facilities, first aid equipment and appropriate training, policy and procedure. The school will be responsible for maintaining records of staff training in first aid and CPR/emergency care, and collating injury and illness records and information.

The management (i.e. the principal or a person acting in the capacity of the principal) of the school is responsible for:

- provision of first aid equipment based on an assessment of the needs of the school
- providing access to facilities for the administration of first aid
- providing an adequate number of workers are trained to administer first aid at the workplace

To meet these responsibilities the Principal shall:

- Determine the number of personnel trained in first aid
- Ensure a minimum of one first aider is on duty at all times
- Provide adequate and ongoing training/information for all teachers and ancillary staff as required including CPR/emergency care training
- Provide sufficient time or support for first aiders and others in charge of first aid facilities to perform their duties
- Provide adequate signage for first aid facilities and kits in accordance with Australian Standards

- Facilitate the development of policy and procedures adapted to the particular requirements of the school/college
- Provide ongoing evaluation and review of the needs of the school environment
- Monitor ongoing compliance with legislative requirements
- Maintain a reporting and recording system for first aid including a register of injuries
- Investigate incidents involving injury and illness
- Keep a record of employees who are trained in first aid and their level of training

STAFF RESPONSIBILITIES

A person trained in first aid will be designated as the primary First Aid Officer and will be responsible for:

- Maintaining all first aid kits within the school
- Maintaining first aid facilities i.e. Recovery room, supplies, medication expiry dates, broken equipment
 - Liaising with staff and external agencies to facilitate training and supplies

Other personnel trained in first aid are responsible for the provision of first aid treatment as required.

Trained personnel taking first aid kits from the school for excursions, sports events etc. are responsible for:

- The care of excursion first aid kits
- Providing emergency care
- Recording incidents and injuries using the appropriate forms
- Returning the kit to the prescribed location and advising the First Aid Officer of any issues

While acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the level of recognised training and/or instruction that they have received.

RESPONSIBILITIES OF PARENTS

To ensure the health and safety of students at all times and to ensure that staff have necessary medical information, parents and/or guardians are responsible, in relation to their children and/or charges, for:

- Keeping the school/college informed of any medical conditions, treatments and medical contact details
- Providing staff with appropriate information and training/instruction where medical conditions require specialised treatment
- Updating the school on any changes in medical conditions and/or required treatments

FIRST AID SUPPLY LOCATIONS

First Aid supplies are located in:

- The Recovery Room, located in the administration block behind reception
- The ECE block bathroom – for use in the ECE play ground
- Basic supplies are also in Kindergarten and Pre-Primary classrooms

First Aid Kits for excursions, camps and sporting events are located in:

- The Recovery Room, located in the administration block behind reception. There are two backpack style kits and two hard kits.

See the Anaphylaxis Policy and Asthma Policy for locations of anaphylaxis pens and ventolin

PROCEDURES

Major injuries or illnesses, and any head injuries that occur during class time, recess or lunch breaks, will be referred to the office. Any head injury must be recorded on SEQTA and parents advised.

Student feeling unwell

If a student feels unwell, the school should:

- ♣ assess a range of signs and symptoms including: - whether the student has a fever - whether the students skin feels warm/hot to touch - if the student looks pale but has flushed cheeks - whether the student indicates that they feel hot. Note: The specific temperature is not the main indicator
- ♣ take action based on the summary of signs and symptoms
- ♣ immediately seek emergency assistance, if there is: - any doubt about the student's condition, or - a sense that the student's condition is deteriorating.

Student has a minor injury

When using an icepack to treat a minor injury such as a bump or bruise:

- ♣ do not apply directly to skin
- ♣ remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative.

Other injuries

When an injury causes a nose bleed then an ice pack should not be used instead a cold compress may be used.

In the following circumstances, medical help should be sought (usually by calling an ambulance):

- ♣ loss of consciousness, even if only briefly
- ♣ a less than alert conscious state
- ♣ suspicion of a fracture

- ♣ suspicion of a spinal injury
- ♣ damage to eyes or ears
- ♣ penetration of the skin
- ♣ deep open wounds