



St Brigid's School

Policy and Procedure Document

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FIRST AID AND PROCEDURES





1. INTRODUCTION

First Aid is the immediate care given to an ill or injured person until more advanced care arrives or the person recovers. In an emergency situation first aid aims to maintain life, prevent further harm or injury, ease pain and avert deterioration of the person's condition until professional medical help can be obtained. First Aid is the approved method of treating a victim until responsibility is assumed by an ambulance officer.




2. POLICY STATEMENT

At St Brigid's School we consider the duty of care owed by education and childcare personnel is that of a "reasonable professional". Care providers, teachers and support workers have a special and primary duty to the children and students in their care. Our role as a school is to implement first aid until assistance arrives.

First Aid is administered to:

-  Preserve life
-  Protect a person, particularly if the person is unconscious
-  Prevent a condition worsening
-  Promote recovery

First Aid incorporates basic life support. It comprises emergency procedures designed to:

-  recognise and manage a clear and open airway
-  restore breathing and/or circulation
-  monitor well-being, using techniques as described by approved First Aid training providers, until the person is transferred to the care of an ambulance officer or transferred by the parent to a doctor

3. TRAINING AND QUALIFICATIONS

In South Australia, the basic first aid procedures required by all staff are taught in the Basic Emergency Life Support (BELS) course or equivalent. At St Brigid's School, all staff are trained in BELS, how to use Epi Pens and are prepared to provide at least basic First Aid while awaiting more expert assistance. This training is completed every three years. There are also 2 designated Senior First Aid Officers at St Brigid's School to provide assistance until an ambulance arrives.

4. DUTIES AND RESPONSIBILITIES OF STAFF, STUDENTS, VOLUNTEERS AND OTHERS WORKING WITH STUDENTS

Responsibility of the principal


The Principal must ensure that a system is in place for the provision of First Aid for the school community.

The Principal will consider such factors as:

- identification, assessment and control of hazards and risk associated with individual needs and the work conducted at the workplace
- the workplace's capacity for early reporting, intervention and treatment to minimise the severity of illness or injury
- the number of employees and students at the workplace who may require first aid
- the availability of the Designated Senior First Aid Officers to assist ill or injured persons during normal working hours and, where necessary, after hours
- the accessibility to the Designated First Aid Officer
- the impact of sporting activities, excursions, camps, injury or other factors on the provision of First Aid
- the training needs of employees
- voluntary disclosure by employees, parents and students of predictable First Aid risks and health care needs, which may require additional duties from others at the worksite on a need to know basis; for example, seizures, epilepsy, asthma, fainting and allergies

 planning to manage First Aid risk

 developing an appropriate Care Plan for all medications to be administered at the workplace and/or off site

 local procedures related to the actual provision of First Aid at the workplace

 provision and maintenance of first aid facilities, information and equipment; in accordance with First Aid Policy Statement and Procedures for Catholic Education SA, including:










- Prompt access to at least one or more Standard Workplace First Aid Kit and/or a Small Workplace

First Aid Kit:

- First-Aid Kits in appropriate locations, with appropriate signage
- appropriately maintained First Aid Kits
- information about the system to all employees, students, visitors, volunteers and contractors during induction and other times as required
- a First Aid Room, a rest area or similar
- contingency plans for personnel who are working outside normal hours
- the use of standard precautions to prevent transmission of infection due to exposure to blood, body fluids and the environment
- notification of an injury, incident or illness where necessary
- arrangements for treating and transporting an injured person or student to expert help, for example, doctor or hospital
- including the provision for First Aid as part of the Position Information Document when advertising for any employee











All staff at St Brigid's School will need to undertake training in accordance with the level of risk, SACCS policy requirements of the Work Health & Safety Regulations 2012 Division 3 First Aid in the Workplace, and the Approved Code of Practice for First Aid in the Workplace.

All personnel within the scope of this Policy must:











-  practise standard precautions
-  become familiar with local first aid procedures
-  render First Aid in accordance with training as required
-  administer medications as agreed through the Care Plan
-  record details of any treatment as required
-  report First Aid treatment to school leadership, WHS officer and delegated authority
-  report First Aid risks






It is the responsibility of the Senior First Aid officer to:

-  maintain his/her level of training - Senior First Aid certificate
-  attend to emergency First Aid cases brought to their attention







-  be on call when not on official duty
-  maintain First Aid Kits and teacher Bum Bags taken out on yard duty
-  ensure Emergency Accident Forms are completed and send a copy home to parents informing them of the particular details
-  ensure parent contact has been made in emergency First Aid situations
-  dispense medicines, when it has been directed by parents in writing, and keep a record of what has been administered on a Medication Log
-  record details of children treated in First Aid Book
-  organise and maintain the First Aid room
-  organise and maintain Health Care Plans
-  organise and maintain all Asthma, Seizure, Anaphylaxis and Allergy medication including notification to parents when medication has expired.
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It is the responsibility of the Teacher to:




-  familiarise themselves with the medical conditions of each child in their class at the beginning of the school year or upon commencement
-  educate the children in their class on preventative measures to minimise the risk of accidents in the classroom and playground
-  follow the procedures outlined in this Policy
-  maintain his/her level of training (at least the Basic Casualty Care course) and update at least every 3 years
-  attend to First Aid situations and implement the approved method of treatment
-  fill in Emergency Accident Forms and also CCI Insurance forms for more serious cases
-  reinforce this Policy to parents
-  send medicines brought to school to the Senior First Aid officer
-  use 'Bum Bag' First Aid Kit whilst on yard duty
-  be aware of the First Aid Work Health and Safety Policy

-  educate the children in their class about First Aid that would be applicable to their age
-  inform volunteers\relief teachers of special medical conditions relating to children in their class, while respecting confidentiality.
-  inform Senior First Aid Officer when items for the Yard Duty Bum Bags or classroom first aid supplies need to be replenished.
-  to collect Epi-pens and Puffers from the First Aid Room when going on excursions
-  return Epi-pens and Puffers to the First Aid Room when returning from excursions

It is the responsibility of the Parents to:

-  inform the School of medical conditions affecting their child/ren
-  let the Class teacher know if medication is to be taken at school or on outside activities. A signed note is required outlining the name of the medicine, the dosage required and at what time
-  update the School of any changes to a medical condition or any changes to information on the Medical form and/or Asthma form i.e. contact phone numbers, change of address, medical conditions, etc
-  provide the School with spare medication for ongoing medical conditions, e.g. Ventolin for asthma
-  inform Class teacher of medication required when their child\ren are on out of school activities, e.g. excursions, camps etc
-  educate their own child in the management of pre-existing medical conditions.

It is the responsibility of the Child to:

-  follow School rules to maintain the safety and welfare of peers
-  let the staff know if they hurt themselves or feel unwell
-  bring to the attention of teachers on yard duty if someone is hurt or has been sick







- 🏆 follow the directions for the self-management of their own special medical condition (if applicable).

5. FIRST AID PROCEDURES FOR CLASSROOM/SCHOOL YARD

If the child is conscious:

- 🏆 immediately administer First Aid
- 🏆 stay with, comfort and reassure the casualty; allay anxiety
- 🏆 talk to the casualty with the aim of assessing seriousness of injury/illness
- 🏆 if serious send a RED card to the office requesting immediate assistance
- 🏆 disperse crowd if present
- 🏆 observe carefully; question casualty and witnesses to determine accurately the HISTORY of injury/illness onset, i.e., exactly what happened
- 🏆 do not move casualty - except to remove from danger - until proper assessment of injury has been made
- 🏆 if casualty is unable to move unassisted, send for Senior First Aid Officer to attend to and render further assistance/assessment
- 🏆 in cases where injury produces bleeding, the teacher on duty is to use basic First Aid techniques to stop the flow of blood, i.e, apply pressure over wound using suitable fabric barrier - remember to wear gloves
- 🏆 the Accident Report Book is to be used for the written report of all injuries, particularly those affecting head, eye, face; (exceptions - minor abrasions, bruising, tummy upset, etc)
- 🏆 parents are to be contacted immediately in cases of serious injury or any injury or illness which will make further participation in school activities difficult
- 🏆 Accident Report sheet to be sent home with the child if parents cannot be contacted, particularly if injury is head, eye, face related
- 🏆 should casualty require Hospital treatment, ambulance will be called: ensure Medical Information Form (or copy of same) is sent with casualty. Contact will be made with parents.

If the child is unconscious:

-  immediately administer First Aid
-  Call for the Senior First Aid officer by sending a student to the office or phone through who in turn will call for an ambulance and then proceed to the casualty.
-  If breathing, place casualty on his/her side (stable side position) and clear airway. Attend to bleeding and other injuries.
-  If not breathing, follow procedure to begin Expired Air Resuscitation, if required, and also Cardiac Pulmonary Resuscitation, if indicated. This action is to be continued until the casualty is breathing or until help arrives from ambulance officers.
-  Complete Medical Forms as required.
-  Senior First Aid officer to contact parents.

Out of school activities

For outdoor excursions, sport and camps, please refer to the CEO guidelines - "Excursions, Camps and Adventure Activities" Guidelines and Legal Requirements.

A copy of this information is kept with the is available on SharePoint Policy Drive and the CESA website.

It is important that teachers fulfil the requirements of the Guidelines and to ensure appropriate medication is taken for those children with a current medical condition.

Administration of medication – Refer to separate Policy

School first aid kits

A School First Aid Kit is kept in the Sick Room next to the Staffroom. The Kit must be kept stocked with the basic requirements.

A School First Aid Kit is to be taken on all out of school activities and excursions. Staff will need to consult with the Senior First Aid Officer when conducting risk assessments and preparing for the excursion or activity to organise which First Aid Kit will be needed and checking that the First Aid Kit is suitably equipped.

INFECTIOUS DISEASES

Certain diseases require a minimum period of exclusion and children who are affected should be kept away from school during this time. Parents need to notify

the School if their child is suffering from any form of infectious disease. It is expected the School be informed if a child is absent from school.

Children are likely to contact a number of contagious diseases and infections during their school life. Parents are asked to check with their local doctor or the School if unsure about the length of the infectious period of the disease.

Procedure followed by the school when notified of an outbreak of an infectious disease


- If the School is unsure of a diagnosis, we will seek clarification from the child's doctor


- Access South Australian Government Health site – "You've Got What" for the prevention and control of notifiable and other infectious diseases in children

- Extract relevant information and send it out to the whole school community including the link to "You've Got What" website

Records management

St Brigid's School will retain all records relating to First Aid assistance in accordance with the following:

-  Staff records - until the staff member is 75 years of age or seven years after the last action, whichever is the later.

-  Student records – until the student is 25 years of age or seven years after the last action, whichever is the later.

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

Dated: February 2022
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