FIRST AID POLICY

The purpose of this policy is to ensure that all students, employees and contractors of the Academy of Mary Immaculate (the College) are aware of their duty of care to provide assistance to injured and sick students. If a student is sick or injured, the staff member must do everything possible to assist that child. Staff must also accept responsibility for taking reasonable precaution to care for sick students.

Policy coverage

This policy applies to all employees at the College including:

- College Principal
- Deputy Principal and others in leadership roles
- Business Manager and staff with decision making responsibilities
- all other teaching staff
- all other non-teaching staff
- all contractors with a delegated authority
- all students

Definitions

First Aid is the initial administration of treatment in the case of accidents which may precede the involvement of a doctor or full medical care being obtained. Generally First Aid should be administered by the most highly skilled available staff member.

Policy Statement/Guiding Principles

The College is committed to:

- Providing a safe environment for our students
- Giving access to immediate First Aid and emergency care in the event of a medical incident
- Communicating effectively with parents regarding medical information relevant to their daughter
- Ensuring that equipment is effective and available to administer First Aid in the event of a medical emergency
- Providing training for staff so that First Aid is administered immediately and effectively
- Reviewing and evaluating management strategies

Procedures

The College will ensure that it has knowledge of:

- all students with an action or management plan
- the First Aid response noted in the plans

We must ensure that student's emergency contact details are up to date and that all medications supplied by the student are within their use-by date and administered according to the prescribing doctors instructions.

The College will work with staff to conduct regular reviews of management strategies and risk assessments. Additionally, the College will develop strategies to raise awareness in the school community about health and safety issues.

First Aid Training

All staff at the College will have undergone First Aid training. The cost of the training will be met by the school. The school will maintain a register of First Aid qualifications and renewal dates.

First Aid Qualifications

The College will ensure that:

- all staff have satisfactorily completed a recognised level 2 First Aid training course which is renewed every three years
- Cardiopulmonary Resuscitation (CPR) training will be undertaken annually
- Qualifications of its First Aid officers is current
- Details of the level of training of staff and renewal dates are recorded in the First Aid Training Registry
- Anaphylaxis training will take place annually

First Aid Qualifications, Equipment and Facilities

The details of First Aid kit locations will be listed. A portable First Aid kit will be available for use at the scene of an emergency.

Students/Staff Presenting to Sickbay

All students and staff members who present to sick bay will be required to have their temperature taken. This will be done using a non-contact infrared thermometer.

Anyone who:

- Records a temperature above the 37.5˚C
- Presenting with flu like symptoms

will be required to wear a supplied facemask and will be required to go home as quickly is practical.

First Aid Kits will

- be located in prominent and accessible locations and all staff and students will be made aware of their location in the case of an emergency
- have their location identified with a suitable sign and will not be locked
- have the name of the person responsible clearly displayed
- be available for all groups that the leave the College on excursions
- include appropriate First Aid items (see Appendix 1)
- be checked regularly to certify that contents are complete and current and will contain a First Aid manual
- include emergency numbers of First Aiders and emergency services.
- be checked and replenished after each use and at the end of each term

First Aid Room

A designated First Aid room will be provided at the school. It will be stocked with the required contents. The First Aid room will:

- contain appropriate First Aid items as listed on form First Aid Area or Room Items (see Appendix 1)
- be clearly identified – a green cross with a white background
- be designated specifically for First Aid purposes.
- Be located to provide easy access to ill/injured persons
- Be well illuminated and ventilated
- Have easy access for an ambulance
- Have easy access to toilets
- Have emergency telephone numbers prominently displayed (ambulance/Fire Brigade/Police/Local hospital, local medical practitioner, Poisons Information Centre)
- Have a list of First Aid officers and contact numbers clearly displayed
- Have a designated First Aid officer who is responsible for the room/area
- Be checked at least once a term or after increased usage
- Have the location made aware to all employees, students, contractors and visitors
- The First Aid room (chairs etc) will be cleaned by the sick bay attendant between all students

Records

A system will be established for recording all information relevant to the First Aid management of an injury or illness. The location of where incident/accident record books are kept will be documented.

First Aid officers must record all First Aid treatments provided. The recording system must include:

- The date and time of the incident
- A description of the incident and/or symptoms
- Signs observed by the First Aid attendant
- Treatment given
- Whether the person returned to work/class, went home, or was transferred to a doctor or hospital

Online Reporting System

The CEVN website contains an online school incident reporting system found at:
https://cevn.cecv.catholic.edu.au/StaffingIR.aspx?id=5896

There is a link to a School Injury/Incident Report which enables information to be entered. This helps to ensure that the school meets their legal obligations under the Work Health and Safety Act 2011 and the Accident Compensation act 1985. The reporting system is used for accidents/incidents, injuries, illnesses or near-miss situations related to any employee, student, contractor, or visitor to the school. The information gained from the Incident Register will be used to improve student safety.

N.B. Certain serious incidents must be reported to WorkSafe. For further details please refer to the CECV OHS guidance material Notifiable Incidents to WorkSafe found at:
http://www.cecv.catholic.edu.au/OHS-WorkCover/Resources/Reporting-Notifiable-Incidents-to-WorkSafe

Administering Medication

All student medication is to be provided to the College in the original packaging. This packaging is to clearly display the instructions for use by the prescribing doctor. All medication administered must be recorded on the College's student database or on the Medication Administration Record.

For further details please refer to the College Dispensing of Medication Policy.

Related Documents

Catholic Education Commission Victoria – Safety Resources:
http://www.cecv.catholic.edu.au/OHS-WorkCover/Resources/First-Aid
http://www.cecv.catholic.edu.au/OHS-WorkCover/Resources/Reporting-Notifiable-Incidents-to-WorkSafe
Education and Training Reform Act 2006 (Vic)
Occupational Health and Safety Act 2004
WorkSafe 2008
College Dispensing of Medications Policy

Version	Author	Description of Changes	Approval	Release Date	Review Date
1.0	Paul Finneran		Leadership Team	January 2018	December 2019
1.1	Andrew Baker	Updates re COVID-19	Leadership Team	May 2020	May 2022
1.2	Andrew Baker	No changes	Leadership Team	May 2022	May 2024
1.2	Andrew Baker	No changes	Leadership Team	May 2024	May 2026
1.2	Andrew Baker	No changes	Leadership Team	May 2026	May 2028

APPENDIX 1- First Aid Kits

The First Aid risk assessment will help to determine what the contents of First Aid kits will be, as this may be different for each school. Regular inspections of First Aid facilities, including a review of the First Aid kits on-site, needs to be scheduled and conducted (recommend at least biannually). The First Aid Officer should also ensure that First Aid kit contents are restocked regularly, as required.

As a guide, below is a list of contents that a First Aid kit should contain as a minimum as per the First Aid Compliance Code:

- *Basic First Aid notes*
- *Disposable gloves*
- *Resuscitation mask*
- *Individually wrapped sterile adhesive dressings*
- *Sterile eye pads (packet)*
- *Sterile coverings for serious wounds*
- *Triangular bandages*
- *Safety pins*
- *Small sterile un-medicated wound dressings*
- *Medium sterile un-medicated wound dressings*
- *Large sterile un-medicated wound dressings.*
- *Non-allergenic tape*
- *Rubber thread or crepe bandage*
- *Scissors*
- *Tweezers*
- *Suitable book for recording details of First Aid provided*
- *Sterile saline solution*
- *Plastic bags for disposal*

APPENDIX 2 - First Aid Rooms / Sick Bays

Where a school has determined that a First Aid room is necessary, it will be located so as to be accessible to injured persons, be well-lit, ventilated and clearly identified with appropriate signage. Where a First Aid room is not required, a sick bay can be provided. Below is a list of items that should be provided in a First Aid room, as per the Compliance Code:

- *resuscitation mask*
- *sink and wash basin with hot and cold water*
- *work bench or dressing trolley*
- *cupboards for storing medicaments, dressings and linen*
- *a container for soiled dressing*
- *a sharps disposal system*
- *electric power points*
- *a couch with blankets and pillows*
- *an upright chair*
- *a desk and telephone*
- *signage indicating emergency telephone numbers*
- *signage indicating emergency First Aid procedures*
- *a stretcher*
- *a First Aid kit appropriate for the workplace*