



St. Mary's School Inglewood

Learning Today, Wisdom Tomorrow

First Aid Policy

Identity Statement

St Mary's Catholic School, Inglewood, is a community of learners, inspiring all to be people of light, in the footsteps of the Presentation Sisters.

Vision Statements

- Model and teach the message of Jesus in our relationships with each other, our God and our world.
- Build and value collaborative partnerships with students, staff and parents, the Parish and wider community.
- Create a positive and stimulating environment in which each person can academically, spiritually, emotionally, physically and socially reach their full potential.
- To foster a love of learning in a safe and respectful environment.

RATIONALE

The safety and wellbeing of the student is paramount. St. Mary's Primary School has a duty of care for all students and aims to provide a safe and secure learning environment for all and is committed to the health and wellbeing of all our students. We endeavour to ensure that all students are healthy and safe whilst at school and that incidents and health issues of individuals are addressed appropriately. We aim to provide accurate and ongoing monitoring of individual children's health and safety and to create an awareness of procedures to be followed to meet their needs.

COMMITMENT TO CHILD SAFETY

St. Mary's Primary School is committed to the safety and welfare of all children, within a secure environment. All children have a right to be treated with respect and to be protected from abuse and harm.

DEFINITIONS

“*First Aid*” is when you provide basic medical care to someone experiencing a sudden injury or illness, it’s known as first aid. In some cases, first aid consists of the initial support provided to someone in the middle of a medical emergency. This support might help them survive until professional help arrives.

In other cases, first aid consists of the care provided to someone with a minor injury. For example, first aid is often all that’s needed to treat minor injuries, burns, cuts, and insect stings.

IMPLEMENTATION

Staff Training

- Schools must ensure that First Aid Officers have completed a recognised first aid training course that meets the requirements of Provide First Aid — HLTAID003 and Cardiopulmonary Resuscitation (CPR) — HLTAID001. Basic First Aid training (HLTAID003) must be completed every three years, while a refresher course in CPR (HLTAID001) must be completed annually.
- It is the responsibility of the Principal to ensure that all training expectations are met each year, and maintain a register of trained staff.
- Copies of First Aid certificates will be kept in the office in staff files.

First Aid Management

- At the commencement of each year, requests for updated First Aid information will be sent home including requests for any Asthma management plans, high priority medical forms and reminders to parents of the policies and practices used by the school to manage First Aid, illnesses and medications throughout the year.
- All children suffering from asthma/anaphylaxis will have an approved and completed Management form completed by their parent(s) and medical practitioner and these will be kept on file at school.
- Photo identity of students with any ongoing medical conditions will be visible in the First Aid room and staff areas.
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- The school will always have a current epipen at the school in the case of emergencies, even if there are no students who are anaphylactic.
- In accordance with our Student Medication Protocol, any medication kept at school for administration during school hours will be stored in the first aid room for access by staff only. A completed and signed Student Medication Authority Form (including instructions for dosage, time, etc.) must be provided by the parent/guardian and will be stored in the first aid room with the medication.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.

First Aid Room and Kits

- The First Aid room is located within the office area and is to be cleaned on a regular basis to ensure it is kept clean and hygienically safe.
- Signs advising of the location of first aid supplies will be displayed prominently near them.
- The school chaplain and/or a member of the Wellbeing team is to be responsible for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs and the general upkeep of the First Aid room.
- A comprehensive First Aid kit will accompany all excursions and camps, along with a mobile phone. The content of these kits will be dependent on the nature of the activities, the number of students and staff, and the location of the excursion. All First Aid Kits will have the names and contact details of parents and emergency contacts for all the relevant students.
- All children suffering from asthma/anaphylaxis will have an approved and completed Management form completed by their parent(s) and medical practitioner and these will be kept on file at school.
- Photo identity of students with any ongoing medical conditions will be visible in the First Aid room and staff areas.
- No medications, analgesics, lotions or ointments will be kept in any First Aid cabinet or kit at the school.

Treatment expectations

- Children who are injured or sick in the yard need to approach a yard duty teacher.
- The yard duty teacher will determine the seriousness of the injury or illness and send the child to the staff room for further assistance, if deemed necessary.
- For serious illness or injury, the staff member will request assistance and remain with the student. In these situations, the teacher on supervision duty will send another student to the staff room to request for support. An evacuation procedure will take place if deemed necessary.
- Any children in the First Aid space will be supervised by a staff member at all times.
- Appropriate and relevant first aid treatment will be given.
- An up-to-date log will be kept of all injuries or illnesses experienced by children that require First Aid
- Parents of all children who receive First Aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the First Aid
- For more serious injuries/illnesses, the parents/guardians must be contacted by staff so that professional treatment may be organised.
- Any children with injuries involving blood must have the wound covered at all times.
- Students must be asked about any allergies to bandaids, dressings, etc, prior to application.
- The use of ice packs is up to teacher judgement, in accordance with current first aid training information. If a child has a minor injury such as a bump or bruise, an icepack (not applied directly to the skin) may be appropriate. Caution should be taken when applying an ice pack to any part of the head.
- Any injuries to a child's head, face, neck or back must be reported to parents/guardians.
- The administration staff will attend to any child who is ill or injured during class time.

Reporting Serious Injuries to Worksafe

- In the event of any persons injury related to broken bones, head injuries or requiring hospitalisation the following will occur:
 - Staff member who is responding to the incident will notify the Principal
 - The Principal will follow up with the family with confirmation of the injury
 - Upon injury being confirmed as stated above, the Principal will complete the online notification as required to WorkSafe.

RELATED POLICIES

[*Student Medication Protocol*](#)

[*Asthma Policy*](#)

[*Anaphylaxis Policy*](#)

[*Sun Smart and Heat Policy*](#)

[*Occupational Health and Safety Policy*](#)

Reviewed: October, 2020
Ratified: October, 2020
Due for Review: October, 2022