



First Aid and Medical Welfare Policy

Rationale

All staff have a duty of care to provide a safe and secure environment for all students by the consistent and correct application of First Aid and dispensing of medication.

This policy is to assist students who have health support needs that include the provision of first aid (including emergency care), the provision of temporary care when students become unwell at school, the administration of prescribed medicines and health care procedures and the development of individual health care plans for diabetes, anaphylaxis, epilepsy and asthma.

Definitions

First Aid: the initial administration of treatment in the case of accidents that may precede the involvement of a doctor or full medical care being obtained.

Anaphylaxis: is an acute multi-system severe type 1 hypersensitivity allergic reaction and is a severe, whole body allergic reaction. It is the most severe form of allergic reaction.

CPR: Cardiopulmonary Resuscitation –The technique which combines expired air resuscitation and external chest compressions for a victim whose breathing and heart have stopped or are severely impeded.

First Aid Qualifications: Qualifications gained as part of a certified course run by a recognized provider such as Red Cross, St John's Ambulance or Sports Medicine Australia.

Asthma: a chronic inflammatory lung disease that inflames and narrows the person airways making it hard for them to breathe. This can be triggered by exposure to certain substances.

Diabetes: a condition in which there is too much glucose in the blood caused by the body not being able to make enough insulin to counteract it, or the insulin the body makes does not work properly in controlling the glucose level in the blood.

Epilepsy: is a disruption in brain function that results in recurrent seizures or fits. This does not affect the person's ability or intelligence to take part in normal activities.

Policy

The school will always have a designated First Aid Officer. First Aid training is to be completed every 3 years. A minimum of 10% of staff (in small schools a minimum of 2) must have current Senior First Aid qualifications. All staff members are to have annual CPR and anaphylaxis training.

Under the provisions of the Work Health and Safety (First Aid) Regulations 2011, all places of work are required to have and maintain First Aid Kits that are readily accessible. The Regulations specify what the First Aid Kits are to contain and where they are to be located. The Office Manager is appointed to be in charge of the kit. A First Aid kit is to be taken on all excursions.

The school has procedures in place, including the use of the 'Injury and Illness' Book, for recording injuries requiring First Aid or other medical treatment.

Procedures

1. First Aid

- The School is responsible for providing first aid at a local level. First aid facilities are provided for the First Aid personnel for the immediate treatment of injuries and illnesses that arise at school.
- First aid procedures are to be clearly displayed by the Office Manager for all staff to see in the sick bay/office area. The first aid supplies in the sick bay are to be clearly identified and well maintained.
- All equipment in First Aid Kits needs to be maintained and cleaned regularly by the designated First Aid Officer. Equipment used must be cleaned thoroughly immediately after use, before being returned to Kit.
- Every First Aid Kit is to include a face mask for use in CPR.
- Rigorous hygiene and infection control procedures must be followed.
- A supply of disposable gloves should always be available, used and disposed of appropriately.

2. Care of students who become unwell or injured at school

- The school is to make them comfortable in the first instance while appropriate action is determined. Students who are injured or become unwell at school are often best transferred to the care of a parent/guardian.
- Parents are to be contacted concerning all head injuries, eye injuries, serious groin injuries and embedded objects. If in doubt, contact the parents/ guardians.
- The Principal is responsible for negotiating an appropriate arrangement for temporary care of students who are unwell or injured at school. The sick/injured student is in the care of a staff member until they are collected by parents/ guardians or return to the classroom.

3. Administration of the Sickbay or Medical Room.

- At no time are students to assist in sickbay. In minor instances students may self-administer under adult supervision eg. a minor wound or applying a band aid.
- Staff members observe a student with apparently minor injuries or illness. If a student is obviously sick, parent/guardians or emergency contacts should be contacted as a matter of course.
- If a teacher sends a student to sickbay, after observation, parents may be contacted to collect the student. If the student recovers they will return to class.

- Parents are also asked to collect students who soil their underwear. Staff are not expected to clean students in this situation.
- If a student is seriously hurt or bleeding heavily, the teacher on duty is to send a child to the Front Office with the 'red card' to obtain assistance.
- Staff must be familiar with the dispensing of medicines policy.

4. General hygiene standards need to be maintained throughout the school.

These include:

- Mouthpieces from musical instruments should be washed and cleaned thoroughly after each use.
- Crockery and eating utensils must be cleaned and dried and not left soaking.
- The use of shared hand towels is to be discouraged. Use of paper towels or hand dryers is the preferred option.
- Staff involved in toileting students must wear disposable gloves when contact with blood and/or body fluid is anticipated. Staff must wash hands thoroughly with soap and water after removing and disposing of gloves.

Related Policies

Catholic Education Office Medical Welfare of Students Policy, and Dispensing of Medicine's Policy

References

Australian Red Cross: First Aid - Responding to Emergencies

Forms

Refer to the *Catholic Church Insurances (CCI) Accident Book*.

Approved by: St Michael's School Leadership Team and Staff

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