



## First Aid Policy

### RATIONALE

All staff at St Joseph's School have a primary duty to the students in their care. All staff members are required to take positive steps towards maintaining health and safety for students at St Joseph's School. Staff, students and their families are to be informed, understand and follow the school's First Aid procedures as indicated below.

The school has a purpose built first aid room, located in the Front Office near the Receptionist's desk and doorway for continual monitoring. It is essential that all first aid documentation is maintained and that facilities and equipment standards are met.

St Joseph's first aid facility provides a safe and discreet environment for:

- first aid treatment
- administration and supervision of treatment, including student medication
- secure storage of medication
- access to health and medical records

The school has designated Senior First Aid staff members who are delegated the task of coordinating first aid procedures, supervising the first aid room and maintaining and securing the contents of the worksite's first aid kit.

All staff are required to complete their Basic Emergency Life Support training and deliver basic first aid.

If an individual or group is injured on the St Joseph's School grounds and as a result is admitted to hospital, sustains an injury requiring professional medical attention or a death occurs, the Principal or nominee must immediately ensure that the individual receives medical assistance and then advise the CEO, Marsh Insurance consultant and Workplace Services as required. A person may include employee, student, visitor or volunteer.

These procedures are to be followed in the event of a student requiring first aid:

- When teachers are on yard duty they are required to carry a basic "Yard Duty First Aid Kit". Each kit contains bandaids, antiseptic cream, bite/sting cream and emergency cards. If a student needs basic first aid teachers are required to attend to the aid, eg, grazes. If the student's injury is more serious, they will be sent to the First Aid Room with an emergency card, accompanied by another student.

- Any incidence of serious head injury will be reported immediately to the student's parents or carers. A formal report will also be recorded on the appropriate form for any incidents where students are referred for further medical treatment.
- In the event of a serious incident, the student is escorted by a teacher or ESO to the First Aid Room.
- Yard Duty teachers may send a student for additional assistance in the case of serious injury or contact the front office.
- The Senior First Aid Officer will assess the situation either at the site of the incident or at the Front Office.
- The student receives appropriate treatment and their details are recorded: including name; their time of arrival and illness or injury for which they are being treated. The first aid that was administered is recorded in the first aid book and signed by the Senior First Aid Officer. The referring staff member is also recorded.
- Parents or Carers are contacted if the Senior First Aid Officer assesses that the student requires medical attention or is too unwell to remain at school or has any concerns and feels that the parent needs to just be aware of the situation.
- The student's teacher is informed if the student is going home or if they are having a prolonged stay in the First Aid room.
- An asthma first aid kit is also located in the First Aid room.
- Notes are also sent home via their diary/communication book when a student has received first aid.

### ***Students who wet themselves***

Some students have a change of clothes in their bag so that the student can change. A supply of clothes are kept in the sick room for when this is not possible.

### ***Students who soil themselves***

Student is attended to by staff with continence training. Parents are telephoned to either collect the student or to bring a change of clothes to school so that the student can remain at school. A supply of clothes are kept in the sick room for when this is not possible.

### ***First Aid for excursions***

- Each class teacher is provided with a list of students in their class with medical conditions and they are required to have this list with them on excursions. Teachers are also provided with a contact list of family phone numbers.
- Teachers ensure that any prescribed medication for student is taken, along with a comprehensive first aid kit and a mobile phone.
- The teacher is to inform the Senior First Aid Officer one day prior to the excursion that a First Aid Kit is required and ask that medication for a student with a Medical Action Plan be made available on the morning of the excursion.
- Teachers are required to check that they have all prescribed medications for their class before they leave for their excursion.

One excursion staff member must be identified to co-ordinate the provision of first aid. This person's duties would include:

- Storage of student medical/health support information in a manner which protects confidentiality, yet ensures availability when needed.
- Documentation of all first aid interventions and completion of accident and injury records.
- Providing availability to and maintenance of first aid supplies.

For any serious accidents an ambulance will be called. Principal and parents will be notified immediately.

### ***Emergency Situations***

In the event of a situation being deemed a medical emergency:

- The Senior First Aid Officer will instruct a staff member to call 000 to summon an ambulance from a mobile phone.
- The principal is informed & briefed about the incident.
- A staff member will wait for and direct the ambulance at the entrance to the school or oval.
- The Senior First Aid Officer will always remain with the student.
- The staff member on the front desk will contact the parent/carers and assist with reception duties.
- If the patient is in an area other than the first aid room, an extensive medical kit is taken to the site.
- A student's medical emergency information is given to the ambulance officers.
- A staff member will accompany the student/person in the ambulance when a family member is not present to do so.
- If the student has other siblings at the school, they are kept informed and reassured.
- A debrief is held with the principal once the emergency has been dealt with and if required counseling is made available to staff concerned.
- Any major accidents/incidents are recorded in the Catholic Church Insurance School Accident Report Book or Hazard form.

### ***Students with significant medical conditions & management plans***

Students with significant medical conditions have details, along with a photograph displayed in the first aid room. A copy is also given to all staff.

All teachers and ESOs have basic first aid training and some staff have Senior First Aid training. All staff are trained in the administration of the Epi-pen in the case of students with Anaphylaxis.

Asthma first aid kits are available in the first aid room. The school is an Asthma Friendly Accredited school.

A WHS Officer is to check the due date on all medication held at the school and to advise parents/caregivers when medication needs to be replaced.

### ***Supervision of medication***

St Joseph's School has a Drug and Illicit Substances Policy in which all staff must follow with the administration of medication.

### ***Storage of medication***

St Joseph's School is only permitted to store and supervise medication that has been prescribed by a doctor for the individual student for the period specified. This ensures that medication is medically warranted.

Prescribed medication is required to be stored in the First Aid Room. Short term medication, eg anti-biotic, can be stored in the fridge in the First Aid Room. Asthma puffers or Epi-pens are stored in containers individually marked with the student's name and placed in class groups.

Expiry dates of medication are checked at the beginning of each school year. If medication has expired, or is about to expire, parents are requested to supply new medication asap.

Asthma Plans and allergy plans are required from students at the beginning of each school year. Parents are asked to request their doctor to update the plans at their next visit and return the updated plan to the office.

### ***First Aid room maintenance***

Hand wash is available.

Alcohol wipes are available for wiping down surfaces.

The designated WHS Officer completes quarterly audits on all First Aid kits.

Audit information is recorded and ensures that first aid kits are replenished and not out of date.

For the purpose of storage and security, the large First Aid Kits will be kept in the First Aid cupboard which is easily accessed by Staff.

### ***Related documents***

St Joseph's School Asthma and Anaphylaxis Policy

St Joseph's School Drug and Illicit Substances Policy

St Joseph's School Duty of Care Policy

Signed: Principal Don DePalma ..... 26<sup>th</sup> May 2025

Circulated to Staff: ..... Term 2 2025

Policy Review Date: May 2025

Next Review Date: May 2028