

# ST BEDE'S CATHOLIC COLLEGE

## FIRST AID PROCEDURES



APPLICABLE TO	Staff, students and parents
DOCUMENT OWNER	Principal
APPROVAL DATE	22 August 2018
APPROVED BY	Principal
SCHOOL ACTIONS	School Policy – Staff and parents are to ensure practices are consistent with this policy.
LAST REVIEW DATE/S	Not Applicable
NEXT REVIEW DATE	End of 2019
RELATED DOCUMENTS	MN CSO Code of Conduct 2018 St Bede's Pastoral Care Policy St Bede's First Aid Policy CSO Wellbeing and Pastoral Care Policy 2017 CSO Wellbeing and Pastoral Care Procedures 2017

### Introduction and Purpose

The appropriate care of sick and injured students is an important responsibility of the school. The school, however, recognises the limits of its ability and its facilities to care for students who fall sick or require first aid. The purpose of this policy/procedures is to:

- administer first aid when in need in a competent and timely manner.
- communicate student's health problems to parents when considered necessary.
- provide supplies and facilities to cater for the administering of first aid.
- ensure students are placed in more appropriate care, including the care of parents/guardians and/or trained medical personnel when required.

## Definitions

**First Aid Officers** are staff trained and certified to manage the clinic.

**Clinic** is located on the lower ground floor next to the staffroom.

**Parents** may include step-parents, guardians or other adult relatives or persons specifically delegated by parent/guardians to accept responsibility for the care of a student.

## Overview

All staff at St Bede's must:

- be familiar with the school's first aid procedures, and
- observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

St Bede's support first aid by providing:

- asthma and anaphylaxis kits
- separate male and female clinic
- major first aid kits
- portable first aid kits

St Bede's support first aid by managing:

- blood spills and bleeding staff or students
- Staff or student injuries.

## Implementation

### Supplies

- A first aid kit and a comprehensive supply of basic first aid materials will be stored in a cupboard in both the male and female clinic.
- Portable first aid kits will also be available for excursions and held at Student Services.
- A first aid kit is kept in the office of the Learning Hub and Food Technology area.
- The First Aid Officer is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the clinic.
- Staff must have a communication device whilst on duty

### **Students ill at school:**

- If a student is ill in class, the teacher may send the student to Student Services. Students should always be accompanied by a staff member or another student.
- The First Aid Officer will assess the sick student and then return the student to class if appropriate.
- Where deemed appropriate the First Aid Officer may have the student rest and observed in the clinic for a limited time or arrange for the student to be collected and taken home by a parent/guardian.
- A sick student shall not be permitted to go home unaccompanied or by taxi/uber unless a parent has been informed and gives consent. The parent or guardian must also confirm the student will be met by a responsible adult. The Student Coordinator needs to be informed of this decision.
- Students/families are encouraged to contact the College when they arrive home.
- Students' who are ill at lunchtime, recess or before school may report to Student Services on their own initiative.
- Normally, students must see their teacher before reporting ill including (and especially) between periods.
- Students should not be in the clinic for more than one period. If they are too ill to attend class, arrangements should be made for them to be collected from a parent/guardian.

### **Injuries**

- The First Aid Officer will treat minor injuries, while more serious injuries including those requiring parents to be notified or suspected treatment by a doctor will be referred to parents for further instructions as to treatment. If contact cannot be made with parents an ambulance is called immediately. If it is an emergency condition an ambulance is called ahead of contacting parents.
- Teachers may send injured students directly to the clinic at any time and notify the First Aid Officer.
- The First Aid Officer will evaluate any injured student, administer first aid if necessary and then deal with them to the extent that the injuries permit.
- Students may report themselves injured or sick to Student Services in non-class time.
- Staff must wear protective gloves when treating any injuries involving blood.
- Any injuries involving blood must have the wound covered at all times.
- The First Aid Officer will issue a Compass printout pass to students returning to class sick or injured to inform the teacher of their lateness to class.

## **Emergencies**

- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- All emergencies should be reported as soon as possible to the Principal or his/her delegate.
- The First Aid Officer will generally manage the emergency, but the principal or their delegate may, depending on the situation, exercise authority.
- The First Aid Officers main priority is administering first aid, keeping the student calm and communicating with the parent or guardian.
- Under Work Health & Safety Policy Legislation, all person's present must cooperate and provide assistance, if requested, in emergency situations.
- On arrival of paramedics the First Aid Officer will be absolved of all first aid treatment.

## **Removal of Sick (Infectious) Students**

- Students with presumably contagious/infectious conditions will be sent home at the earliest possible opportunity. The First Aid Officer shall have full authority to make the necessary arrangements as quickly as possible.

## **Epidemics**

- First Aid Officers will report to the Principal or Assistant Principal any suspected epidemic or outbreak of serious or reportable illnesses so he is able to make suitable arrangements for the containment of the outbreak.

## **Reporting and Record Keeping**

- A confidential up-to-date register will be kept of all injuries or illnesses.
- All health and medical information supplied by parents, will be put on Compass by the First Aid Officer/Student Coordinator.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma/anaphylaxis 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.
- Information on serious conditions will be made available to staff (for excursions, duty of care etc.) via Compass.
- A Care Plan for students with possible acute/emergency conditions will be created and regularly updated. The Care Plan is located on Compass, with the First Aid Officer and Assistant Principal.

- Supplied information which may be relevant to the responsible management of students in the clinic, will be recorded in Compass, the school data base.
- Any first aid treatment must be recorded on Compass by the First Aid Officer.
- Any serious accidents (requiring or likely to entail serious medical or hospital attention) will be described in a written report (normally by the relevant supervising teacher) via the official Notification of Student Injury Catholic Schools Office (CSO) form kept by the First Aid Officer. This should be completed as soon as possible after the incident with copies emailed to the CSO, placed on Compass and a copy also kept on the student file.
- The principal objective of reporting is to evaluate the details with a view to improving the safety systems covering various activities and reducing the likelihood of similar accidents.
- The First Aid Officer will keep notes and records of people seen in accordance with Work Health and Safety Policy requirements. This information will be located in the school's (student) data base-Compass.

### **Integrity Statement**

- Designated First Aid Officers are bound to discharge their responsibilities to the best of their ability in accordance with recognised codes of practice and established principles of conduct derived from their specialised training and must work within the boundaries of their training.
- Their first responsibility is the safety and well-being of those they are attending (once any possible danger to themselves and others has been assessed).
- Their responsibilities must always be discharged with respect to the physical and psychological integrity of persons in their charge and with due consideration towards issues of privacy, confidentiality and propriety as well as the legitimate interests of parents, other staff and the broader community in various contexts.
- First Aid Officers act as required by the school and have its complete support.

### **Authority and Consent**

- First Aid Officers have authority under the school's "duty of care" to administer first aid and clinic service in accordance with legal obligations and Work Health and Safety Policy principles and any requirements of the Maitland Newcastle Diocese. In accordance with the principles of their training, First Aid Officers will not use "force" or act in any way which may be construed as assault or coercion.

- Students refusing advice or being uncooperative or not amenable to persuasion will not be treated against their will. Nevertheless, a record of their refusal of advice may be kept and other staff and/or parents may be advised if appropriate.

### **Pharmacy**

- Pharmaceuticals are only to be administered where written consent has been given via medical information provided by the parent.
- Administering pharmaceuticals for minor headaches and discomfort that parents supply and fill out the appropriate form for student, but discouraging chronic use.
- An individual student's prescription drugs will be held in store if required by the parent for the student to self-administer. To comply with prescribing doctor's instructions emergency medicines (epipens/ventolin etc.) will be administered as appropriate under the 'duty of care' and relevant first aid protocols.

### **First Aid Kits**

- The First Aid Officer, who is stationed in Student Services, has responsibility for the checking and updating of all First Aid kits. They are checked prior to being issued to staff and again upon their return.
- A register is kept by the First Aid Officer of whom kits are issued to, the date taken, the number of kits and the date returned.
- The First Aid Officer follows up on any kit not returned by the schedule return date.

### **Off Site Activities**

- As appropriate, these procedures apply to sport and activities off campus.
- 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. All children, especially those with a documented asthma/anaphylaxis management plan, will have access to their own medication/Epi-pen and/or a spacer at all times.

**Staff Training**

- All staff are required to be able to demonstrate minimal first aid awareness and capacity, via annual Emergency Care Training.
- At least 2 administration staff members are to be trained to a Senior First Aid Certificate level.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year.

**Evaluation:**

- This procedure document will be reviewed November 2019, then every two years or when required.