

# ST BEDE'S CATHOLIC COLLEGE

## FIRST AID POLICY



APPLICABLE TO	Staff, students and parents
DOCUMENT OWNER	Principal
APPROVAL DATE	Nov 2018
APPROVED BY	Principal
SCHOOL ACTIONS	School Policy – Staff and parents are to ensure practices are consistent with this policy.
LAST REVIEW DATE/S	July, 2022
NEXT REVIEW DATE	July, 2023
RELATED DOCUMENTS	MN CSO Code of Conduct 2018 St Bede's Pastoral Care Policy St Bede's First Aid Procedures CSO Wellbeing and Pastoral Care Policy 2017 CSO Wellbeing and Pastoral Care Procedures 2017

### Purpose

To ensure all children feel safe and well and know that they will be attended to with due care when in need of first aid.

### Aims

The aims of this policy are:

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number (2) of staff members trained with a first aid certificate.

### 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
- Major first aid kits
- Portable first aid kits
- Separate male and female clinic

St Bede's support first aid by managing:

- Blood spills and bleeding staff or students
- Staff or student injuries

## **Implementation**

### **Supplies**

- A first aid room will always be available to administer first aid.
- A first aid kit and a comprehensive supply of basic first aid materials are to be stored in a cupboard in both the male and female clinic.
- The College must keep a supply of first aid kits for everyday use in central clearly marked locations.
- The College must keep a supply of portable first aid kits for excursions or offsite activities.
- The College is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the clinic.

### **Responsibilities**

- Under WHS Policy Legislation, all person's present must cooperate and provide assistance, if requested in emergency situations.
- Staff are encouraged to have a mobile phone whilst on duty.
- Staff must wear protective gloves when treating any injuries involving blood. Injuries involving blood must always have the wound covered.
- The College 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.
- All staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, they may confer with others before deciding on an appropriate course of action

- Students with suspected contagious/infectious conditions are to be sent home at the earliest possible opportunity.
- The Principal or Assistant Principal must be notified of any suspected epidemic or outbreak.
- No medication, including headache tablets, will be administered to children without the specific written permission of parents or guardians, or verbal consultation at the time of the incident.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- 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 are 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.
- Students with Emergency Care Plans, including anaphylaxis and asthma, are to be recorded, updated when required and available for all staff.
- All staff must be aware of all students who have Emergency Care Plans and must be familiar with these plans.

### **Reporting and Record Keeping**

- A confidential up-to-date register is to be kept of all first aid administered.
- All health and medical information supplied by parents, is to be annually updated, where required, and digitally recorded.
- Any student presenting with an injury that requires treatment by physician or other medical personnel, or may include loss of consciousness, fracture, spinal injury or other serious event, will be reported to the CSO on official CSO injury forms.

### **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 must 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 policy will be reviewed every two years or when required.

# Appendices

## APPENDIX 1

### First Aid Management Student Services

