



## **RATIONALE**

St Mary's Coptic Orthodox College's First Aid Policy has been developed in order to meet the requirements of the Occupational Health and Safety Act 1985- outlined in the Code of Practice - First Aid in the Workplace 1995. For the purpose of definition, First Aid is defined as: the emergency treatment and life support provided to students, employees and visitors who suffer injury whilst at the school, or whilst involved in school related excursions, camps, sport and swimming programs.

## **AIMS**

The First Aid Policy aims:

- To approach health and safety issues with a primary view of prevention.
- To ensure adequate training and resources are provided to effectively deliver first aid in the event of sudden illness or injury to students, employees.
- To ensure effective first aid be available to all students or employees.
- To ensure the school is supplied with the resources and training necessary to provide effective initial treatment in the event of sudden illness or injury to students or employees.
- To encourage preventative measures which include the development of procedures to minimize emergency situations and to promote safety awareness amongst all members of the community.
- To maintain accreditation as an Asthma Friendly School.
- To maintain appropriate documentation when first aid is administered to students, staff and College visitors.

## **IMPLEMENTATION First Aid Room**

- The school provides access to a First Aid Room, which is located within the main school office, near an external door for access. It is well illuminated, ventilated and identified.
- The following minimum requirements are provided in this space: sink, power points, beds, chairs, vacant engaged indicator outside the door and an emergency bell.

### **First Aid Supplies**

- Nominated staff are required to ensure the First Aid Supplies are always adequately stocked. Minimum supplies in the First Aid Room include:
  1. gauze swabs
  2. disposable swabs
  3. dressings
  4. adhesive strips
  5. conforming bandages
  6. triangular bandages
  7. reliever puffer and volume spacer
  8. epipen
  9. ice packs
  10. sanitary pads
  11. single use gloves
- Minimum supplies required in 'Shoulder/carry bags' for excursions include:
  1. single use gloves
  2. adhesive strips
  3. reliever puffer and volume spacer
  4. bandages

### **Staffing/Training**

- At least one qualified staff (Level 2) to be in the school.
- The school will provide appropriate First Aid training as required to ensure student-staff ratios are met.
- The school will aim to have a ration of: one Level 2 qualified person per 150 students.
- Appropriate Staff and School Officers will be trained to a minimum Level 1 standard.

## Health Information

- Any Health Information collected is defined as in the Health Records Act (July 2002) as:
  - information or an opinion about:*
  - the physical, mental or psychological health of an individual;*
  - a disability of an individual;*
  - an individual's expressed wishes about the future provision of health services to him or her;*
  - a health service provided, or to be provided, to an individual; or*
  - other personal information collected to provide, or in providing, a health service.*
- Information collected is only relevant to what is necessary for the performance of a function or activity. Families must be notified regarding the use of the information and can gain access to any subsequent information gathered.
- All information collected can only be used or disclosed for the primary purpose for which it is collected or a directly related secondary purpose the persons involved would reasonably expect. Otherwise, consent is required.
- Data quality must ensure health information that is kept on record at the school is accurate, complete, up-to-date, and relevant to the functions performed.
- Health Information must be safeguarded against misuse, loss, unauthorized access, and modification.
- Every family is required to complete a Health Information Form [HIF] for each child upon enrolment. An update is required at the beginning of each school year. (Past HIF will be destroyed). This form enables the school to have accurate details relevant to the health of each child. It also provides emergency contact details and necessary consent to seek further treatment in the case of sudden illness or injury.
- A separate Asthma Management Plan must be completed by the family doctor and returned to school for any students who suffer from mild or chronic Asthma. For the purpose of this policy and its implementation, a person is defined as having Asthma if at any time in their lives they have suffered from Asthma, including but not restricted to any time during a period of illness.
- Relevant Health Privacy Principles as contained in the Health Records Act and as outlined above apply to all health information collected

**Procedures in the Event of a Sudden Illness or Injury**

If a child, staff member or visitor suffers a sudden illness or injury and is able to attend the First Aid Room:  
Qualified First Aid staff (when available) will:

- Attend to their injury/ ailment.
- Notify parents/guardians or nominated emergency contact by phone in the event of illness, significant injury, or trauma of any nature to head (if applicable).
- Notify parents through a Parent Notification Form in the event of a relatively minor injury (e.g. scrap, small cut, etc).
- Notify the child's teacher if the child is going to leave or be picked up or other issues that are relevant to the child.

**If a person is injured and is unable to be moved**

The person will be cared for at that location by a qualified First Aid staff (when available) and:

- An Ambulance will be called if deemed necessary.
- Parents/guardians are to be notified by phone.
- Head of Primary/Head of Secondary is to be notified.
- Child's teacher is to be notified.
- If parents/ guardians are unable to reach the school in time to travel in the Ambulance with the child a staff member will accompany the child to the hospital.

For illness or injury of staff/visitor, appropriate complementary procedures should be followed as for children with the staff members consent given where practical.

All incidents treated are to be recorded on individual children's record of injury forms/Workcover located in the First Aid room or central office.

**Medication**

Other than Asthma medication, all other medication is to be given to child by parents/ guardians at home. The school will not dispense ANY medication, unless it is supplied by the parent/guardian and the appropriate medication has been lodged at the school and relevant written permission is held on file. This includes ALL medication including Panadol and the like

**Temperature**

If a student becomes unwell at school, the school should assess a range of signs and symptoms including feeling the skin to assess if a student is warm/hot, assessing if the student looks pale but has flushed cheeks, or even the student may indicate they feel hot/cold. The specific temperature of the student is not the main indicator. Action should be taken based on the summary of signs and symptoms. Therefore the use of thermometers is not necessary and is discouraged as per the State Standard.

**Children with  
Special Medical  
Needs**

Children with special medical needs are required to have a letter from their doctors indicating the steps to take in case of an emergency. This emergency plan is filed in the Deputy Principal's office/First Aid room along with a photo of the child concerned. All staff members are to be briefed on the necessary steps to undertake in the event of assistance being needed by one of these individuals.

**EVALUATION**

This policy will be reviewed as part of the School Policy review cycle

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