

First Aid Policy

VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

Introduction	This statement outlines the Geraldton Grammar School policy on the application of first aid at the school.
Scope and application	Policy applies to all employees of Geraldton Grammar School but mainly the policy makers – members of the senior management team
Related legislation and guidelines	No legislation but all AISWA guidelines are used as a format for this policy.
Related Policies	Duty of Care, Occupational Health and Safety, Food Allergy, Pandemic, Excursions, Camps, Student Health Care Policy, Medications, Asthma Care, Anaphylactic Care, First Aid – Health Management Plans
Evaluation	Annual

Date	Action (issue, reissue, amendment, replacement of pages, etc)	Initials
19/5/10	Draft and adopted	JRE
26/10/10	Revised	SSW
27/3/13	Crest amended	SPN
15/2/15	Revised	AFY
20/04/16	Revised and amended	AFY
13/3/17	Revised – no amendments	AFY

FIRST AID POLICY

INTRODUCTION

Accidents can happen at any time to anyone in a school community and most teachers will be called upon for first aid at some time.

All teachers will be provided with the opportunity to be trained and updated with a Senior First Aid qualification. This level of qualification is most important for staff attending excursions and camps. Staff will also have the opportunity to attend professional learning in asthma care and anaphylactic care.

All students and staff have the right to know they will be attended to with due care when in need of first aid.

The Early Learning Centre has its own first aid policy and procedures.

The *Code of Practice – First Aid Facilities and Services* 2002 developed by WorkSafe WA provides information on first aid in the workplace.

GUIDELINES FOR FIRST AID

- 1) General assistance should be sought from the nearest or most appropriate staff member.
- 2) First aid should be administered in a competent and timely manner.
- 3) First aid kits and supplies are maintained by the nominated staff member. These will be checked for expiry dates on contents and replenished annually or when advised contents used and require replacing.
- 4) First aid kits are located in all offices throughout the school and are easily accessible.
- 5) A suitable sick bay area is maintained with 2 beds and adequate resources.
- 6) A pair of crutches and 2 wheelchairs are available from sick bay.
- 7) First aid kits are to accompany all off site activities such as sports carnivals, excursions and camps. These should be checked prior to the activity to ensure they are adequately stocked.
- 8) A current list identifying students with particular medical considerations that may require immediate first aid response will be available and displayed as appropriate.
- 9) A list of staff qualified in first aid is available.
- 10) A documented management plan for CPR, asthma, anaphylaxis, diabetes, epilepsy and head injury are available and displayed in offices.

PROCEDURES

- 1) The school has a nominated first aid officer who is responsible for first aid administration.
- 2) If this person is unavailable then another trained and willing staff member should be called upon to assist.
- 3) All students requiring first aid should report to the office if unable to locate a staff member.
- 4) A risk assessment should always be carried out prior to administering first aid. This should include establishing if any hazard present, considering any associated risks, evaluating the number of people involved.

- 5) All injuries and illnesses should be recorded and submitted to the office.
- 6) All injuries and illness should be communicated to a parent/guardian.

IMPLEMENTATION

Minor Injuries

- 1) If the accident is of a **minor** nature, teachers should try to deal with the matter themselves or refer to a qualified first aider.
- 2) A student may rest in sick bay for a short period. If suitable recovery the student will return to class. If necessary a parent will be contacted at the earliest opportunity to collect their child.
- 3) Supervision of sick bay will form part of the duties of the office staff.
- 4) The teacher in charge of an excursion or camp, or the appointed first aider, will manage any injuries or illness that occur during the activity.
- 5) Standard precautions for blood or body fluid injuries consist of hand hygiene and use of protective equipment along with safe disposal of waste products.

Major Injuries

- 1) Establish the nature of the injury or illness.
- 2) Only minor injuries will be treated at school. Any condition that requires treatment beyond this will be managed with care and comfort and parents will be contacted immediately and asked to take responsibility for their child.
- 3) Ensure that the parent has been advised of the facts, as you know them, as soon as is practicable and make arrangements for handover of student into parent care as soon as possible.
- 4) In any situation involving serious student injury, and that student can be moved, then staff must accompany the injured student to the first aid room at the office. Other students should not be used to accompany or deliver an injured student. Alternately send for adult assistance.
- 5) If an emergency evacuation is required then ring 000 for an ambulance and inform a parent. Office support can be requested for these calls.
- 6) The office must be aware if you call an ambulance. Ensure you have a person who can direct the ambulance when it arrives on the school grounds.
- 7) Any injuries involving blood must be have the wound covered, where appropriate, and protective precautions taken.
- 8) If a student is taken by ambulance and a parent has not been able to be contacted or does not arrive at school prior to the ambulance departing then a member of staff must accompany the student and wait until handover can occur.
- 9) Due to our regional status there may be an occasion when a staff member may need to take the student directly to the Regional Hospital casualty department, unless the parents indicate otherwise. Excursions require two staff to accommodate this policy. Staff members must keep the school informed.
- 10) The staff member assumes full responsibility for the injured student and stays with them until some else takes over that responsibility. Office staff are **not** responsible for either monitoring the students or administering first aid in such cases.
- 11) The Principal must be advised of details if an ambulance is called.

NB: An accident report form must be completed and signed by the attending staff member as soon as possible after the accident.

NB: Any head trauma should be considered serious.