

# **Illness and First Aid Policy 2016**

## **Aims**

- A. To ensure that the specific first aid needs of students are met at school or on approved school activities including camps and excursions.
- B. Responsible adults will have the skills, information and equipment to render first aid effectively when needed.
- C. Staff will be aware, and considerate of, individual special requirements and family preferences to first aid and in school health care.

## **Scope and Application**

This policy is available on the school website and is included in the staff induction manual.

This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

## **Definitions**

- A. **First Aid** - is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- B. **First Aider** - is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid
- C. **First Aid Equipment** - includes first aid kits and other equipment used to treat injuries and illnesses.
- D. **First Aid Facilities** - include first aid room, clean water supplies and other facilities needed for administering first aid.

## **Principles of Illness and First Aid Policy**

- A. The Coordinator will ensure that sufficient staff will be trained in first aid including anaphylaxis management under the provisions of the Occupational Health & Safety Act 2004 and that these qualifications remain current.
- B. All early childhood staff and a minimum of 1 administration staff member will be a qualified First Aider with anaphylaxis management.
- C. First Aid training will be provided on a rolling basis to maintain qualifications across the

staff.

- D. There will be at least one qualified first aider on the school premises at all times.
- E. There will be at least one qualified first aider on all excursions.

## **Responsibilities**

### **A. Council**

1. Writing and updating this policy in consultation with relevant parties
2. Reviewing this policy and its procedures
3. Ensuring this policy is being implemented
4. Maintaining a safe school environment

### **B. Coordinator**

1. Is in charge of first aid inclusive of anaphylaxis management and overseeing the following to ensure compliance
2. Maintenance of current student health records
3. maintaining records of application of first aid
4. An emergency management plan is in place to minimise accidents and near misses
5. Procedures for a medical emergency are understood by all staff
6. Employees are made aware of their duty of care and legislative responsibilities at induction and regular intervals
7. Taking charge in a medical emergency if required
8. Displaying individual and general first aid procedures.
9. Maintaining first aid supplies
10. Monitoring the school environment to minimise risk to students' health
11. Staff training in first aid
12. Updating and maintaining records of staff First aid qualifications and ongoing training
13. Ensuring that sufficient staff have current First Aid and anaphylaxis management qualifications.
14. Ensuring staff are aware of needs of individual students and staff and are aware of procedure
15. Ensuring staff are able to act appropriately in a medical emergency
16. Informing members of the school community of any serious potential health risks to individual students
17. Assessing incident reports and recommending changes to procedure or policy to Council.

### **C. Teachers and staff**

1. Ensuring they are competent in the first aid procedures that may be required for individual students
2. Are aware of the needs of individual students and staff and are able to act appropriately in an emergency.
3. Take the opportunity to become a trained first aider
4. Following first aid procedure
5. Informing guardians of incidents and injury to students
6. Completing incident report forms or first aid records as required

### **D. Parents**

1. Providing the school with any known health information needed to keep their child safe at school, including any individual emergency response plans
2. Meeting with the coordinator and working out an emergency response plan if required
3. Providing the school with in date emergency medication such as anti-histamines, adrenaline tablets or epipen as required by the Coordinator
4. Providing the school with emergency contact numbers on their enrolment form.
5. Notifying the school as soon as they are aware their child has a communicable disease and keeping their children away from school until recovered Keeping their child away from school if they are unwell and contagious.

### **E. Students**

1. Being aware of their health needs and taking care of themselves. Eg. If allergic to bee's stay away from cited bee etc.

## **Related Legislation**

- A. Occupational Health and Safety Act 2004
- B. NQF - <http://www.acecqa.gov.au/first-aid-qualifications-and-training>
- C. Occupational Health and Safety Regulations 1996
- D. DETWA – Guidelines for first aid in department workplace  
file:///C:/Users/Community\_Members/Downloads/Guidelines%20for%20First%20Aid%20in%20Department%20Workplaces%20v1.0.pdf

## **Related Kerry Street Documentation**

- A. Enrolment form
- B. Student Health Records
- C. Policies including:
  1. Severe Allergies Policy

2. Asthma Policy
3. Supervision Policy
4. Emergency Procedures Policy
5. Critical Incident Policy
6. Duty of Care Policy
7. Child Protection Policy

## **Contact Person**

Any enquires relating to this policy should be directed to the School Coordinator.

## **Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

## **Attachments**

- A. Procedures
- B. First Aid Requirements

## **Authorisation and Review**

- A. This policy was read, discussed, modified and endorsed by the staff on 1st December 2004
- B. It was authorised by the Kerry Street Community School Council on 8/2/05
- C. Reviewed on 13/1/06 by meeting of staff and council
- D. Reviewed 29/06/11
- E. This policy was reviewed September 2012
- F. Reviewed September 2013
- G. Reviewed and Accepted by council and coordinator June 2016
- H. To be reviewed June 2021

*Helen Sugars Duff*

## Illness and First Aid Policy 2016 – Attachment A

### Procedures

This table describes how school should meet its student's first aid needs.

<b>Circumstance</b>	<b>Response</b>
Identified health need	First aid requirements and procedures for students with identified health care needs are detailed in the Severe allergies Policy
Student feeling unwell	If a student feels unwell staff should: <ul style="list-style-type: none"><li>• assess a range of signs and symptoms including:<ul style="list-style-type: none"><li>- whether the student has a fever</li><li>- whether the students skin feels warm/hot to touch</li><li>- if the student looks pale but has flushed cheeks</li><li>- whether the student indicates that they feel hot</li></ul>Note: The specific temperature is not the main indicator</li><li>• take action based on the summary of signs and symptoms</li><li>• immediately notify parent guardian and/or seek emergency assistance, if there is:<ul style="list-style-type: none"><li>- any doubt about the student's condition, or</li><li>- a sense that the student's condition is deteriorating.</li></ul></li><li>• See: Emergency Procedures Policy</li></ul>
Student has a minor injury	When using an icepack to treat a minor injury such as a bump or bruise: <ul style="list-style-type: none"><li>• do not apply directly to skin</li><li>• remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative.</li></ul>
Student has a burn	Run under tap water for 20min, afterwards apply lavender essential oil, if serious keep covered, notify parent/guardian and seek medical assistance.
Other injuries	When an injury causes a nose bleed then an ice pack should not be used instead a cold compress may be used. In the following circumstances an icepack/cold compress should not be used and medical help should be sought, usually by calling an ambulance: <ul style="list-style-type: none"><li>• loss of consciousness, even if only briefly</li><li>• a less than alert conscious state</li><li>• suspicion of a fracture</li><li>• suspicion of a spinal injury</li><li>• damage to eyes or ears</li><li>• penetration of the skin</li><li>• deep open wounds</li><li>• burn</li></ul>

#### A. When applying first aid:

1. Calm and reassure the patient
2. Assess the nature and urgency of the situation and access help or information if needed
3. Notify parent/guardian
4. Call an ambulance if required
5. Administer first aid according to:

- a.** Individual plan
  - b.** Procedures as described above or from knowledge of first aid
  - c.** Your best judgement, taking into account the preferences of the parents and the wishes of the child. Refer to student health records if clarification is required.
  - d.** For minor ailments, use less intrusive treatment first, for example, a glass of water before medication for a headache.
- B.** Contact parents as soon as possible if injury or illness is serious or student is distressed. If unable to contact parents, call emergency contacts on enrolment form.
- C.** For all administration of first aid- complete form in register of injuries, located in first aid cupboard
- D.** Complete a Kerry Street Incident Report Form if you think it is warranted and in the case of
  - a.** The child requiring professional medical attention
  - b.** The administration of medication when permission has not been given by the child's parents (not including topical medication)
  - c.** The child being significantly distressed
  - d.** If normal procedure was not followed, deliberately or otherwise.

**First Aid Requirements**

**Minimum Contents of Emergency First Aid Kit**

- EpiPen and antihistamine tablet (if student/s in the school with diagnosed severe allergies)
- Asthma reliever medication, spacer and mask
- Dressing and bandage to stop bleeding
- Gauze elastic bandages to slow spread of poison
- Ice pack (chemical cooling)
- Burn dressing
- List of students known to have asthma, severe allergies or other serious medical condition
- List of current students and contact details
- Instructions for treatment of anaphylaxis
- Instructions for treatment of asthma
- DRABC poster

**Minimum Contents of First Aid and Medicine Cabinet**

**Contents of Emergency First Aid Kit plus:**

- extra EpiPen (if student/s in the school with diagnosed severe allergies)
- extra asthma reliever medication

**Homeopathic and herbal remedies**

- rescue remedy
- topical remedy for bites and stings
- arnica
- apis
- bicarbonate soda
- Lavender essential oil

**Conventional medicines**

- adult paracetamol
- children's paracetamol
- children's decongestant
- antiseptic cream for bites, stings, small cuts and grazes

**Equipment**

- Band aids and stick on sutures
- cotton balls and cotton buds
- saline washing solution
- sterile dressings
- pressure bandages

- burn dressings
- sling
- tweezers
- needle
- scissors
- hot and cold pack (in freezer)

**Other**

- accident report book
- SPF 30+ water resistant sunscreen