



Management of Students

FIRST AID POLICY

RATIONALE

Catholic school staff has a duty of care to pupils during school hours and at other times when a staff/student relationship exists.

The duty of care which staff owes pupils is that which prudent and concerned parents would take of their own children.

Part of the duty of care involves administering first aid to students.

From the onset it is recognized that first aid can:

- preserve life
- protect the unconscious
- prevent injury or illness from becoming worse
- promote recovery.

PRINCIPLES

Staff are encouraged to get their Senior First Aid Certificate and keep this up to date.

Staff are expected to give the best possible first aid assistance that they can.

Universal hygiene procedures are to be followed at all times.

Parents will be notified by phone if the injury is more than a simple graze or knock.

Basic first aid principles are applied if a child should be unconscious in order of priority...

- check airways
- check breathing
- check for circulation
- control blood loss by applying pressure and elevate injury
- get immediate help by using the RED CARD system.

Should a child be seriously injured and need the help of medical staff immediately an ambulance will be called.

The school is responsible for making sure adequate first aid supplies are readily available for normal school injuries.

A member of staff is given the responsibility to check and fill first aid bags and supplies regularly and keep supplies within use by codes.

PROCEDURES

1. Each classroom will be supplied with Band-Aids and disinfectant swabs so simple first aid can be administered in the classroom.
2. A sharps container is kept in the First Aid Room/Teacher's Work Room for any dangerous items e.g. syringes, points, blades.
3. Each duty person is to be vigilant and step into any situation that can be seen as unsafe play, redirecting the child/ren to other play areas after warning of the possible danger/s.
4. Each duty person is to carry a small first aid kit that holds basic equipment to deal with grazes, cuts, splinters etc.
5. If injured, reassure the injured child, and offer the best advice to help them.
6. Universal hygiene precautions should be used when performing first aid:
 - wash any blood or body fluids from skin surface using soap and water;
 - disinfect and clean wounds by wiping in downward strokes;
 - wear gloves whilst cleaning up spills of blood or body fluids;
 - wear gloves when performing first aid on a bleeding casualty and wash hands with soap and water after removing gloves.
 - cover any open wound with dressings;
7. A distressed or badly injured child should not be left alone.
8. If the injury is more than a graze and may have further consequences parents need to be informed by telephone. They are to be advised fully of the situation and action is then left up to them.
9. Injuries that may have further consequences e.g. concussion, stitches, visit to doctor etc need to be written up in the Accident Book (Catholic Church Insurance). This is kept in the office. It must then be signed by the Principal and the Occupational Safety and Health Officer.
10. Should more complex first aid be required the duty teacher seeks assistance using the RED CARD in the first aid bag, the adult assisting will take the child back to the office area and give the necessary first aid.
11. If a child should be unable to be moved seek assistance using the RED CARD in the First Aid pack that needs to be sent immediately to the office seeking further assistance.
12. Should it be necessary an ambulance will be called. A teacher, equipped with the school's mobile phone, will escort the child in the ambulance and stay with the child until a parent/guardian arrives. The teacher will stay with the child as long as necessary. Once the parent arrives – inform them of the situation – alert medical staff that parent/guardian has arrived – and return to school by taxi.