

Policy No. MED001 STUDENT INJURY AND FIRST AID

Rationale:

The Department acknowledges that early intervention is critical, especially in relation to a student with an identified health care need. It is essential that upon enrolment or when a health care need is identified, the school has clear plans and processes in place to support the student’s health care needs.

School staff (teachers, integration aides, administrators and casual relief staff) have a duty of care to a student to take reasonable care to avoid harm from risks of injury that are reasonably foreseeable. A teacher’s duty of care is greater than that of an ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing (DET First Aid and Infection Control Procedure, July 2011).

Effective administration of first aid is very important for creating an atmosphere where students feel safe, secure and comfortable.

Aim:

- To administer first aid and provide adequate treatment to students in a competent and timely manner.
- Focus to minimise student injury and risks by analysing the sick bay attendance records.
- To ensure systems are in place for monitoring and restocking of all first aid supplies.
- To ensure the school maintains the highest standards in first aid have the appropriate number of qualified first aiders and ensure they attend approved training as required.

Implementation:

- All injuries to students must be attended to, **no matter how apparently minor**
- The DET states that for “200-399 employees and students, there must be 4 first aid officers with minimum Level 2 training and 6 first aid kits.” (DET School Policy and Advisory Guide Student Health, January 2012).
- First aid is to be administered by an appropriately qualified first aider within the limits of their skill, expertise and training.
- CHPS has one major first aid cupboard in the sick bay which is accessible at all times, 2 mobile back pack first aid kits for camps and excursions and 3 mobile minor first aid bags for yard duty.
- First aid staff will do an audit each term of the main supply cupboard, to ensure supplies are maintained and to identify what needs replacing. Regular visual checks will also be carried out each term.
- The first aid back packs for school excursions and camps should be checked each term and first aiders should keep a record of items used and inform administration staff on return to school.
- The yard duty bags will be checked regularly and restocked as required.
- Each year, a staff member will be allocated the first aid officer portfolio and will be responsible for the supervision of the sick bay room.
- First aid management training for blood and bodily fluid spills will be made available to all staff.
- A supply of protective disposable gloves is available in all first aid kits.
- Adequate infection control **must** be practiced at all times when administering first aid. The following infection control procedures must **always** be adhered to:

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- Wash hands before and after direct contact with an injured student
 - Wear protective gloves when contacting bodily fluids, non-intact skin and mucous membranes
 - Wear a mask, eye protection and a gown where there is a risk of splashing blood or other bodily fluids
 - Cover cuts and abrasions involving blood
 - Clean up spills of blood and other bodily fluids
 - Dispose of contaminated waste appropriately by double bagging the waste.
 - Any occurrences or potential exposures to infection are to be recorded in eduSafe.
- Parents of all students who receive first aid will receive a completed form (sick bay attendance record) indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the administration staff must contact the parents/guardians so that professional treatment may be organised. **Any injuries to a student's head, face, neck or back must be reported to the parents/guardians at the time of treatment.** If the parents or emergency persons provided cannot be contacted, the first aider in charge will make the decision on the course of action to be taken in consultation with the Principal.
 - In cases of *serious injury or injuries of concern, information from the Student Injury/Illness Report will be entered onto CASES.
 - *Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Regional Director (Stephen Gniel – 8765 5600) and DET Security Services Unit immediately on (03) 8765 5600 and reference should be made to the school's incident management policy.
 - The sick bay attendance records will be analysed annually to assess areas of high risk, to better understand and reduce accidents and hazards within the school.

DEFINITION OF WHAT CONSTITUTES A SERIOUS INJURY THAT A CASES 21 INJURY AT CHPS:

- Seizure
- Loss of consciousness
- Cut requiring stitches/ Bites that break skin
- Bad sprain or break
- Damage to back
- Injury above the shoulders; neck, face, head, eyes/ears/mouth
- Any needle stick injuries

EVALUATION:

This policy will be reviewed by the first aid officer annually, or after any significant incident.

Related Policies:

Policy MED002 Student Health and Medicine (#13)

Policy OHS002 Emergency Management (#59)

Policy OHS003 Risk Management (#60)

Policy WEL003 Incident Management (#62)

Policy OHS018 Staff Injury (#64)

Policy MED006 Needle Stick (#57)

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