



ST. ANDREW'S GRAMMAR

FIRST AID POLICY AND PROCEDURES

<i>Date</i>	<i>Modified By</i>	<i>Ratified</i>	<i>Review</i>
April 2006	Principal	2006	2007
February 2008	Principal	2008	2009
May 2009	Principal	2009	2010
March 2010	Principal	2010	2011
March 2018	Principal and Receptionist	2018	2019
July 2018	Principal	2018	2019
September 2024	Principal	2024	2026
September 2025	Senior Leadership Team	2025	2026



ST. ANDREW'S GRAMMAR

First Aid Policy

POLICY

The School has a duty of care to provide:

- First aid facilities and requisites.
- Sufficient staff trained to an appropriate competency level.
- First aid when necessary, within the limits of skill, expertise and training.

GUIDELINES

1. First aid is to be available to all visitors, students and staff at all school sanctioned functions and during normal school hours.
2. Appropriate numbers of staff are to be trained to the required levels as per Non-Government School Regulations and Department of Education requirements. An updated list of trained staff will be distributed to all staff at the commencement of each term by Reception.
3. Parents of injured children sent home are to be contacted by Reception on the day of the injury to check/report on their progress.
4. First Aid packs are to be checked regularly by the Receptionist including duty bags, excursion packs and permanent First Aid kits. Classroom kits are the responsibility of the teacher or their delegate to maintain via request to Reception. No medication other than that required by an “at risk” Primary student in their classroom due to their EAP (Emergency Action Plan) is to be kept in the classroom unless determined otherwise by the Head of School. E.g.: Asthma inhaler, Epi-pen, Hemophiliac first aid kit.
5. A record is to be kept of all incidents and injuries (First Aid) on the forms provided in Administration and all First Aid Kits.
6. Regular analysis will be made of these records by the Principal as a Risk Management Procedure.
7. All Incident #Two, Three and Four (see page 5) emergencies are to be reported to the Administration Staff.
8. An annual review of first aid training, kits and equipment as well as first aid processes and plans will be conducted by an external provider.

PROFESSIONAL DEVELOPMENT

First aid training will be provided by the school to staff whose roles require them to hold certain qualifications.

PROFESSIONAL INDEMNITY

- Staff are advised to only provide first aid to a level that is consistent with their training, competence and experience.
- Untrained staff are required to give assistance at any accident and are required to stay with an injured child whilst help is summoned. The duty of care is to ensure the injured person is not left unattended whilst waiting for assistance.
- The School has professional indemnity insurance for its staff. With respect to First Aiders and only in general terms, this covers staff for loss or injury to other people that may result from any acts or omissions that occur in the course of their work and for which they may be found liable. The question of liability would be assessed on a 'case by case' basis and would be subject to legal interpretation.

CRITICAL INCIDENT DEBRIEFING

In the event of a critical incident where those involved may have a need for debriefing services, First Aiders must contact the Principal or delegate who will co-ordinate any required critical incident debriefing as per the Critical and Emergency Incident Policy and Manual.

INFLUENZA IMMUNISATION

The School will provide information about influenza and immunisation annually for all staff who wish to take up this offer at no cost to the staff members.

EXCURSIONS AND CAMPS

It is the responsibility of the staff member who organised the excursion or camp to foresee possible first aid needs and ensure appropriate first aid equipment is provided. The First Aid Kit must be portable, durable and suitable for the tasks undertaken. It is compulsory for a trained First Aid staff member to accompany all major excursions and camps. First aid kits are kept in the Sick Bay and need to be booked out by an attending staff member and returned to the Receptionist upon return to school.

THE ADMINISTRATION OF MEDICATION

The School recognises that:

- Some students and staff need to access medications on a regular basis for medical conditions.
- The presence of quantities of drugs in the School can be a problem and needs to be monitored.
- Student self-administration of prescription medication can occur by students in Yr 10-12 under supervision.
- Instances of short-term antibiotics or similar medications may need to be administered either by a Sick Bay staff member/Classroom Teacher or by a 10-12 Secondary student under supervision, through notification from a Parent/Guardian.

FIRST AID STAFF ROLE AND RESPONSIBILITIES

The role of First Aid staff at St. Andrew's Grammar is to undertake the initial treatment of people suffering injury and illness at work. To carry out this function a minimum requirement of a current Senior First Aid Certificate is required.

A person possessing this qualification should:

- Be able to undertake the initial treatment of injuries and illness occurring at the workplace;
- Be able to record details of First Aid given;
- Be able to ensure First Aid skills are maintained at an acceptable level e.g. attending annual cardiopulmonary resuscitation refresher courses.

FRONT RECEPTIONIST

The person in this position should:

- Maintain all First Aid equipment in Sick Bay;
- Maintain all First Aid kits in the School. This includes:
 1. Ensuring First Aid kits are accessible whenever children or staff are at School;
 2. Checking and replenishing contents;
 3. Ensuring equipment and contents are within the "use by" dates;
 4. Must maintain a current First Aid qualification at the required level. Training of First Aid personnel can be obtained from St John Ambulance Services. It is appropriate that the School arranges and pays for any training required to meet the Front Receptionist's responsibilities.

KIT INSPECTIONS

The Receptionist is responsible for the regular inspection, maintenance and restocking of all First Aid kits in all areas within the School.

This includes:

- Recommending actions regarding use, contents, modifications and maintenance;
- Ensuring the First Aid kits are accessible whenever children or staff are at school;
- Checking and replenishing contents;
- Ensuring equipment and contents are within the 'use by' dates.

FIRST AID

A definition of First Aid is the emergency treatment of illness or injury in order to maintain life, to ease pain and to prevent deterioration of the person's condition until professional medical help can be obtained. This life support activity is the primary role of staff in the administering of first aid.

CLASSIFICATION OF RISK

- **Incident 1**
- Defined as being an occurrence or injury that can be dealt with by the classroom or Duty Teacher quickly and efficiently on-site with a minimum fuss. E.g. application of band-aids. All Incident 1 occurrences must be recorded and sent to Administration with a CC to Class/Mentor Teacher that day.

- **Incident 2a**
- Requires the injured student or staff member to be cared for by a trained First Aider. Any incident that requires more treatment than Incident 1 but does not require parental contact by phone. All Incident 2 occurrences must be recorded and sent to Administration with a CC to Class/Mentor Teacher that day.

- **Incident 2b**
- Illness that does not require immediate First Aid, but does utilise Sick Bay and does require parental contact by phone, e.g.: obvious cold, recurrent coughing, severe headache etc. All Incident 2 occurrences must be recorded and sent to Administration with a CC to Class/Mentor Teacher that day.

- **Incident 3**
- Requires immediate first aid and parental contact by Administration. Advise Administration and the Head of School or the Principal immediately. An Incident Report Form must be completed and sent to Administration that day. First aid includes any form of head injury, back injury etc. All Incident 3 occurrences must be recorded and sent to Administration with a CC to Class/Mentor Teacher that day.

- **Incident 4**
- Requires immediate first aid, parental contact and an ambulance. Advise the Principal and/or their delegate immediately; the Receptionist will call for the Ambulance after receiving parental permission. If parents cannot be contacted, the Principal will make this decision. E.g. student unconscious, severe bleeding or severe asthma attacks. An Incident Report Form must be completed and sent to Administration that day. All Incident 4 occurrences must be recorded and sent to Administration with a CC to Class/Mentor Teacher that day. In addition, the Principal may be required to complete and lodge a Reportable Incident Notification Form with the Director General, and the CEO of SAG Inc is to be informed.

Appendix 1

EMERGENCY PROCEDURES- Incident 3 and Incident 4 Response Procedure

Teacher/Leader A

After signaling/notifying the Teacher/Leader B&C, Teacher/Leader A goes immediately to the accident scene. Teacher/Leader A is responsible for the initial support of the person in difficulty, and for primary assessment of airway, breathing, circulation, life threatening bleeding, and for communicating with fellow Teacher/Leaders.

Teacher/Leader B

In the event only two Teacher/Leaders are on duty, the duty of care for all other remaining students cannot be abdicated by Teacher/Leader B, through which they can complete the evacuation of the local area or the whole water area if necessary and possible and ensure that contact is made with emergency services.

If more than two Teacher/Leaders are on duty, Teacher/Leader B goes immediately to the assistance of Teacher/Leader A. Where the Teacher/Leader employs body contact to support, if the situation warrants this, immediate back-up by a second Teacher/Leader is critical to Teacher/Leader A's safety.

Teacher/Leader B helps with support and removal of the person in difficulty and, if necessary, assists with airway management or life-threatening bleeding then initiates secondary assessment and First Aid treatment, and relays information to other Teacher/Leaders.

Teacher/Leader B is responsible for immediately returning to Teacher/Leader C to reclaim their duty of care when their assistance to the incident is no longer required/necessary.

Teacher/Leader C

In the event of Teacher/Leader A's involvement in a first aid situation, the duty of care for all other remaining students cannot be abdicated by the other Teacher/Leaders.

If possible while assuming all duty of care to the students, Teacher/Leader C completes the evacuation of the local area or the whole water area if necessary and possible, obtains current information about the rescued person, telephones for assistance, brings First Aid supplies to the emergency scene, obtains information from witnesses or friends of the person.

All Teacher/Leaders

Once the emergency is under control, the Teacher/Leaders begin to collect information necessary for completing reports and recording the rescued person's status.

The entire rescue team participates in transferring the rescued person to the care of the ambulance crew. The team acts together to evaluate the response to the emergency and whether any aftercare might be needed for those in their duty of care.

Appendix 2

EMERGENCY PROCEDURES: First Aid Protocol- Adapted from RLSSA

Rescue Scene Assessment

Assess accident scene safety/ensure help has been called. Check for dangers to self, injured people and bystanders.

Remove threat to self and injured people from danger.

Check patient for response – determine level of consciousness.

Obtain accident history – from injured person, bystanders and/or friends.

Instruct the person to remain still.

Patient Primary Assessment: DRSABCD - *Danger, Response, Send, Airway, Breathing, Circulation, Defibrillation*

Danger - Check for danger to yourself, others and the patient.

Response - Check for a response from the injured person

Send – Call triple 000 for an ambulance or ask another person to make the call

Airway – Ensure airway is open and unobstructed (lateral position)

Breathing – Look, listen, feel. Check for breathing

Circulation – Start CPR – 30 chest compressions: 2 breaths

Defibrillation - If available, apply and follow voice prompts.

Secondary Patient Assessment

Head-to-Toe body check and appropriate First Aid care to determine spinal injury or other fractures

Monitor vital signs

Obtain history – assessment medical conditions

Transport

Via ambulance.

Record and Report