



## Christmas Hills Primary School FIRST AID, ACCIDENT, INCIDENT AND CARE OF ILL STUDENTS AND STAFF POLICY AND PROCEDURES November 2019

### Policy Statement

At all times Christmas Hills Primary School will adhere to the DET Guidelines relating to [Student Health and Wellbeing](#).

At all times Christmas Hills Primary School will adhere to the DET Guidelines and the School's own policies and procedures pertaining to issues of [Child Safety](#).

At all times Christmas Hills Primary School will endeavor to ensure the dignity and privacy of all injured/ill Students, Staff or Parents/Carers is maintained.

At all times Christmas Hills Primary School will endeavour to utilise the most current templates and forms for managing Student/Staff Specific Conditions for example, Anaphylaxis, Diabetes or Asthma.

### Policy Aims

- Administer First Aid to Students/Staff when in need in a competent and timely manner.
- Communicate Students' health problems to parents when considered necessary.
- Provide supplies and facilities to cater for the administering of First Aid.
- Maintain a sufficient number of Staff members trained with a Level 2 First Aid Certificate.

### Implementation

- A sufficient number of Staff including at least 2 full-time Staff members to be trained to a Level 2 First Aid certificate, and with up-to-date CPR, Anaphylaxis and Asthma qualifications.
- A First Aid station will be provided in the main building and Junior Classroom. A comprehensive supply of basic First Aid materials will be stored in a cupboard in the First Aid room.
- Provision of First Aid will be shared between Staff. The Staff member on yard duty to act as the first respondent will call upon other Staff members for assistance where necessary.
- All injuries or illnesses that occur during class time will be referred to Integration Aide Staff who will attend to the illness or injury where possible. In the event of a second member of Staff being unavailable, the teacher in the other classroom will assume care for both grades so that one teacher can provide First Aid for the injured or ill child.
- A confidential up-to-date register will be kept of all significant injuries or illnesses experienced by children that require First Aid within CASES 21.
- All Staff will be provided with basic First Aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by Staff.
- Minor injuries only will be treated by Staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor
- Any children with injuries involving blood must have the wound covered at all times.
- **No medication including headache tablets will be administered to children without the express written permission of parents or guardians.**
- Parents of all children who receive First Aid will receive a completed form 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 parents/guardians must be contacted by the administration Staff so that professional treatment may be organised. In the event of an injury to a child's head, face, neck or back efforts must be made to contact the parents/guardians via phone.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Department of Education Accident/Injury form LE375, and entered onto CASES.

- Parents of ill children will be contacted to take the children home.
- All teachers have the authority to call an ambulance immediately in an emergency.
- All school camps and excursion will have at least 1 Level 2 First Aid trained Staff member at all times.
- A comprehensive First Aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at school.
- All children, especially those with a documented Specific Conditions to be have access at all times to their management plan and any required medications or kits.
- A member of Staff is to be responsible for the purchase and maintenance of First Aid supplies, First Aid kits, ice packs and the general upkeep of the First Aid cupboard.
- At the commencement of each year, requests for updated First Aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the school to manage First Aid, illnesses and medications throughout the year.
- It is recommended that all students have Personal Accident Insurance and Ambulance Cover.

**When an illness, accident or incident occurs the following is to be undertaken by Staff on duty :**

- Staff will follow the DRABC response plan when attending to illnesses, accidents or incidents, first ensuring the safety of themselves and others before responding.
- **An ambulance must be called immediately, by dialing 000**, whenever a Staff member has reason to believe a student or Staff member is in danger or their injury may be substantial.
- The School will not be responsible for any costs incurred through provision of an ambulance service for a Student or Staff member. The decision to call an ambulance rests with the Staff, Parental consent does not need to be obtained.
- In the instance of an injured or ill Staff member, their consent does not need to be obtained before phoning an ambulance, the decision to phone the ambulance rests with the provider of First Aid.
- First Aid action is to be taken as required. Send a reliable student if necessary to the office to seek trained First Aid assistance and administration assistance.
- Seek assistance from nearby Staff if necessary.
- Any serious accident or incident is to be reported immediately to the Principal
- All accidents and Incidents are to be reported as soon as possible in the School accident/incident register in Cases 21 and the Staff member treating is to complete an 'Illness Injury Parent Notification' duplicate form as soon as possible after the incident.

**Contacting Parents:**

In the case of a serious or life threatening illness, accident or incident the Staff will first contact an ambulance. Parents will be notified after the ambulance has been called. Parents should also be contacted in any of the following instances, whether the student's condition improves or not:

- Head injury (however minor)
- Asthma attack or suspected asthma attack
- Anaphylactic or allergic reaction
- Suspected muscle strain
- Suspected fracture
- Wounds requiring more substantial cover than an adhesive dressing (Bandaid)
- Vomiting or nausea
- Sensory disturbance (visual, aural or other)
- For students in the PSD, any instance where behaviours symptomatic of their diagnosed condition are unable to be managed and are presenting a threat to the safety or wellbeing of the child or their peers
- Fever
- Severe and persistent cough
- Any situation where the student persists in expressing a feeling of being unwell, where rest, water and other measures have failed to improve their condition.

### **Care arrangements for ill students**

Where a student is unwell they will be provided with a quiet place to rest. They will be encouraged to drink water if appropriate and kept warm and comfortable. No student will be left unattended whilst unwell. Where possible they will be placed in the main office with beanbags and blankets with an adult supervising them, however if this is not possible, they will remain in their classroom in a quiet corner.

The condition of the student will be monitored closely by Staff, until their Parents are able to collect them from School. This will include:

- Verbal checks, asking the student how they are feeling. Use of a 'scale' system is suggested, for example 'On a scale from 1 to 10, how bad is your pain?' and so on.
- Visual checks, observing the child's skin colour, checking for fever and watching their breathing
- Reassuring the child their Parents are on their way

### **Care arrangements for ill Staff**

Wherever possible without compromising the safety of the students, a Staff member who is unwell and unable to safely continue their duties is to be allowed to return home. If they are unable to drive, their next of kin is to be contacted or an ambulance called to ensure their safety.

Staff who become unwell during a working day need to notify the Principal. The Principal will determine whether the Staff member is required to apply for sick leave for part of the day, depending upon the time of their departure.

Accidents or Incidents to Staff may also be notifiable under WorkSafe. As such, they must be reported to administration and entered on EduSafe in line with [DET guidelines](#).

### **EVALUATION:**

This policy will be reviewed bi-annually as part of the School's policy review cycle.