

**Burren Junction
Public School**

First Aid Procedures

November, 2018

NSW Department of Education

Burren Junction Public School

Burren Junction Public School

First Aid Procedures

This policy and associated documents are located on Burren Junction Public School Server, www.burrenjunc-p.schools.nsw.edu.au/policies. Teachers may seek paper copies from the office. All completed documents are filed in the office.

Rationale:

The NSW Department of Education is committed to ensuring adequate provision of first aid to all persons in the workplace including students, staff, volunteers and visitors. Where an injury or illness does occur, first aid facilities that are adequate for the immediate treatment of injuries and illness must be provided. This includes the provision of up-to-date first aid kits, a first aid officer and first aid procedures to suit local needs.

NSW Department of Education Guidelines

The First Aid Procedures (NSW DEC 2012) will assist workplace managers in the implementation of first aid in accordance with legislative requirements and departmental policy.

First Aid Plan

Workplace managers must ensure that they have a first aid plan in place and procedures are clearly communicated to staff, students and visitors.

First Aid Personnel

Workplace managers must ensure that their workplace has a member of staff who is the holder of a current Workcover approved first aid certificate. A first aid allowance is paid to staff undertaking this role. First aid duties are contained in the statement of duties for some classifications of school administrative and support staff in the *Non-teaching Staff in Schools Handbook*.

First Aid Rooms

Schools are required to have an area for use as a sick bay. This area will be supervised.

Records

Workplace managers must ensure that a register of injuries is maintained for student, employee, contractor and visitor injuries (Accident to School student / visitor Form). The register of injuries is a legislative requirement and for staff a full collection of employee incident notification forms may be used. The administration of first aid is to be recorded in the record of first aid treatment.

First Aid Kits

Workplace managers must ensure that designated sick bay areas and first aid rooms have a first aid kit no more than 100m from each classroom. Portable first aid kits should be accessible to teachers on playground duty and taken on excursions. The first aid officer should maintain workplace first aid kits and backup supplies. All first aid kits should contain a checklist of their contents. Each first aid kit must contain an adrenalin

autoinjector. The autoinjector must be readily accessible in an emergency. It is the workplace's responsibility (First Aid Officer) to ensure the autoinjector is within its shelflife and replace when used or out of date. The first aid kit should be clearly identified with a recognisable first aid sign prominently displayed on the outside. A first aid kit must be taken on all excursions and out of school activities. It must contain a general use adrenalin autoinjector.

Burren Junction Public School Guidelines

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Aims

To administer first aid to students, staff and visitors in a competent and timely manner.

To communicate children's major health problems to parents when considered necessary. This will include head injuries, excessive bleeding, and expulsion of bodily fluids.

To provide supplies and facilities to cater for the administration of first aid.

To maintain a sufficient number of staff members (at least one) appropriately trained in the administration of first aid.

First Aid Plan

In accordance with DoE procedures, Burren Junction Public School has an up to date first aid plan. A copy of the plan is placed in every classroom and workspace near exits (close to evacuation procedures). A copy of this plan is also in the staff induction kit held near the casual teacher sign on book in the staffroom.

First Aid Personnel

The first aid officer for Burren Junction Public School is currently the School Administration Manager, who has voluntarily accepted this position. The school allows time and pays for the renewal of a first aid certificate annually.

Staff are to assess injuries to determine if a student is required to see the first aid officer or whether it is a matter of care and comfort (minor injuries).

More serious injuries or illnesses that occur during class or break times will be referred to the School Administration Manager who will manage the incident.

Parents of all children who receive first aid for serious injuries or illness (head injuries, excessive bleeding, suspected breaks and expulsion of bodily fluids), will be contacted by phone indicating the nature of the injury and any treatment given.

Any children with injuries involving blood must have the wound covered at all times.

No medication, including headache tablets, will be administered to students without the express written permission of parents or caregivers. Medication is to be stored in the office in the locked filing cabinet or in a plastic clip-lock box in the staffroom refrigerator.

First Aid Rooms

At Burren Junction Public School, students requiring supervision due to illness or injury will be placed in the School Administration Manager's office on a temporary bed.

Records

The School Administration Manager keeps a confidential and up to date record of injuries to students which require more than care and comfort in Sentral.

The principal, or delegate, will also have an "Accident to School Student / Visitor" report completed and stored in the Accident Report folder in the principal's office. (A supply of these forms is located in the Accident Report folder.) These forms are to be kept by the school for a period of seven years, or until the student is 25 years of age.

A supply of Incident notification forms for staff are kept in the staff room on the Workplace Health and Safety notice board.

First Aid Kits

The general use adrenalin auto-injector supplied to schools, does not remove the need for the parent to supply an adrenalin auto-injector that has been prescribed for a student who has been diagnosed as being at risk of anaphylaxis.

The first aid kit at Burren Junction Public School is held in the security room, located in the administration building. It is located on the right hand side wall (when facing into the room). Portable first aid kits are located on the shelf opposite this kit. These kits are maintained by the School Administration Manager. A CPR Chart and ASCIA Action Plan are located next to the main first aid kit.

Individual (student) health care plans

All students who enrol at the school with an identified health care matter are to have their health care plan developed, or ASCIA plan, with the parents upon enrolment. Parents are to provide a doctor's plan for the students care and wellbeing when staff at the school are handling the health of the students.

The parents of those students who develop a health care issue after enrolment are to notify the school and provide the appropriate medical practitioner's summation so that the school can set up an individual student health care plan or ASCIA plan.