



H008	First Aid Policy
<b>Purpose</b>	This policy regulates first aid in cases of sickness and accidents.
<b>Authority</b>	Occupational Safety and Health Act 1984 Occupational Safety and Health Regulations 1996 (s3.12.) School Education Act 1999 (s63(1)) Work Health and Safety Act 2011
<b>Policy</b>	<ul style="list-style-type: none"> <li>JCSA will provide first aid facilities, equipment, appropriate training and procedures.</li> <li>It is also responsible for maintaining records of staff training in first aid/emergency care and collating injury and illness records.</li> </ul>
<b>Delegation</b>	The Principal The appointed person in charge of first aid and his/her alternate
<b>Related Policies</b>	Emergency, Crisis and Critical Incidents (PC005) Camp and Excursions (I002) Student Supervision (R002)
<b>Date approved</b>	March 2009; March 2013, March 2016, November 2018
<b>Next Review Due</b>	September 2022
<b>Review Authority</b>	Governance
<b>Keywords</b>	First aid; Senior First Aid Certificate; injury
<b>Authorised by:</b>	
<b>Chairman</b>	
<b>Date:</b>	
<b>Author / Reviewer</b>	Aniek Olde – November 2018



## H008

## First Aid Procedure

In order to provide first aid, adequate facilities and materials are to be in order. Plans and procedures are to be developed and implemented, based on an assessment of:

- likely hazards at school or during a school initiated activity
- the risk of injury as a result of those hazards
- the size and layout of the school or school activity
- the distance to the nearest medical or ambulance service
- the number of people at school or taking part in the school organised activity

### ISSUING FIRST AID

- If a student has a minor injury (bruise or a wound smaller than 1cm in length), the certified first aid teacher or staff member will issue first aid to the student in the first aid room.
- Major incidents will be recorded in the first aid register (see Appendix 2).
- The school office will monitor the student in the first aid room.
- Significant injuries occurring on an excursion will be recorded in the first aid register.
- All serious accidents, incidents or injuries are to be reported to the Principal.
- Injuries resulting from existing hazards must be reported to the Principal and if feasible, removed, repaired or isolated as soon as possible.

### FIRST AID SUPPLIES

- The school office will ensure that it has a first aid kit onsite and that the consumables have not expired (e.g. Panadol). This review will take place every term. The school office will order more supplies if necessary. (For the contents of first aid kits, see Appendix 1).
- The school office will also maintain travelling first aid kits to be used during school excursions.
- Students are not permitted access to medical, first aid supplies.

### FIRST AID ROOM

- The school office will ensure that the first aid room has gloves, antibacterial soap and updated medical supplies and first aid kits.
- The school office will maintain a first aid register which outlines the date, incident and response. (see Appendix 2)
- The school first aid room will also include a sharps disposal safe container for the safe removal of syringes.



## FIRST AID, ASTHMA, AND ANAPHYLAXIS CERTIFICATION

- The person in charge of first aid must have valid Senior First Aid level of training. For camps or excursions, depending on risks such as distance to the nearest ambulance, further training may be needed.
- All teaching staff, within their first twelve months of employment, will be provided with opportunity to complete a Senior First Aid Certificate.
- All staff (including office staff) will be provided PL in appropriate First Aid, Asthma and Anaphylaxis training every three years. (Asthma and Anaphylaxis training to be provided every two years.)
- It is desirable that the Kindergarten teacher and EAs have appropriate qualifications in First Aid, Asthma and Anaphylaxis (see ACECQA for appropriate qualifications, e.g. HLTAID004). If the Kindergarten teacher or Kindergarten EA do not have this qualification it is **essential** that there is always staff on the premises who do hold these qualifications.
- The school office staff will ensure that a register is maintained on an annual basis listing staff who are certified.
- All staff must be familiar with procedures for a medical emergency in order to lend assistance, prevent or reduce harm (see Emergency Management Policy).
- Professional medical advice can include but is not limited to an ill or injured person's regular doctor or advice from Health Direct on 1800 022 222.

## MANAGING BLOOD SPILLS

- In the event of a blood spill, the certified first aid responder will put on gloves and clean the area with antibacterial cleaning solution.
- The gloves are to be disposed after cleaning.
- To reduce the risk of infection, staff are required to follow standard precautions when dealing with body fluids (see Appendix 4).

## MANAGING SYRINGE DISPOSAL

- Diabetic students requiring injections are to manage their injections as per their student health plan.
- Other students who require intravenous injections are to do so under supervision in the first aid room.
- The syringe is to be disposed in the sharps disposal safe container.

## MANAGING INFECTIOUS DISEASES

- The first aid officer will determine if a student on campus requires the advice of a medical professional.
- The parent of the student is required to take their student for medical advice and treatment.
- In the event that a student is diagnosed with an infectious disease, the student is not to return to campus until they are no longer infectious.

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<sup>1</sup> The St John's Remote Area First Aid course is designed for people travelling or working in remote areas. This course is recommended for surveyors, geologists, exploration teams, teachers, scout leaders and four-wheel drive enthusiasts. This course meets the National Training Requirement Unit THHGHSIIA and aligns to the National Guideline Standards for First Aid Unit B.

<http://www.stjohnambulance.com.au/>

Prerequisites:

A current St John Ambulance Senior First Aid qualification or equivalent

Qualification:

A nationally recognised statement of attainment is issued to successful participants. The qualification is valid for three years.



## Appendix 1 Suggested Contents for a First Aid Kit

### Minimum contents for up to 50 people.

Qty	Item	Qty	Item
1	Adhesive Shapes Assorted 50pkt	2	Adhesive Tape (Zinc Oxide) 2.5cm x 5m
1	Hypo - Allergenic Tape 5cm	6	Conforming Bandage 2.5cm
3	Conforming Bandage 5cm	6	Conforming Bandage 7.5cm
2	Conforming Bandage 10cm	2	Conforming Bandage 15cm
1	Heavy Crepe Bandage 5cm	1	Heavy Crepe Bandage 10cm
1	Hospital Crepe Bandage 5cm	1	Hospital Crepe Bandage 7.5cm
3	Triangular Bandage 110cm x 110cm x 155cm	1	Finger Bandage and Applicator
1	Finger Stall Leatherette	1	Flexible Dressing 3.8cm
1	Flexible Dressing 8cm	1	Universal Dressing – large
10	Eye Pad – large	6	Combine Pad 9cm x 10cm
1	Combine Pad 9cm x 20cm	3	Combine Pad 20cm x 20cm
2	Burns Dressing – small	1	Burns Dressing – large
1	Burnaid gel 25g	12	Non-adherent Pad 10cm x 7.5cm
6	Non-adherent Pad 20cm x 7.5cm	20	Gauze Swabs 10cm x 10cm x 5cm
1	Antiseptic Liquid 250ml 1 Antiseptic Soap	4	Saline Irrigation -30ml steritube
2	Paracetamol Tablets x 24pkt (for adults only)	1	Instant cold pack
1	Pocket Mask	1	Safety Pins in bag x 10
1	Scissors stainless steel	1	Forceps stainless steel
2	Forceps plastic	1	Splinter Probe Disposable (pack of 5)
1	Kidney Dish – plastic	1	Galipot 150ml
1	Nail Brush	1	Towels disposable in bag x 6
1	Gloves disposable in bag x 12	6	Cups disposable
1	Plastic Bags - resealable – small	1	Plastic Bags - resealable – medium
1	Note pad and pencil	1	Set Work Sheet
1	Australian First Aid Book or 1 “Staying Alive” Manual		

All items should be contained in a suitably labelled dustproof metal or plastic box with a list of contents.

The contents must be checked by a responsible person (a trained first aid person or a contracted supplier) at least 1 time annually.



## Appendix 2 Injury Report Form



**John Calvin School Albany**  
A School with the Bible

### INJURY REPORT FORM

Date of Injury: \_\_\_/\_\_\_/\_\_\_ Name of Injured Person: \_\_\_\_\_

Year: \_\_\_\_\_ Age: \_\_\_\_\_  Male  Female

Please select:  Staff  Student  Other

**Time of Injury:** *(Tick one box only)*

Before School  Recess  Class-time  Other: \_\_\_\_\_  
 After School  Lunch  Phys. Ed Class

**Type of Injury:** *(Please tick box(es))*

Bruise  Graze  Dry Burn  Bite/Sting  
 Sprain/strain  Cut  Scald  Nose Bleed  
 Fracture  Crushing  Poisoning  Concussion  
 Dislocation  Dental  Choking  Foreign Body  
 Puncture  Internal  Spinal  Other: \_\_\_\_\_

**Body Part Injured:** *(Please tick box(es))*

Arm  Leg  Foot  Head  Trunk  Neck  
 Hand  Knee  Ankle  Eye  Internal  Other: \_\_\_\_\_

**Where did the injury happen:** *(Tick one box only)*

Primary Oval  Pathway/Walkways  Classroom: \_\_\_\_\_  
 High School Oval  Verandah  Playground Equipment: *(which piece)* \_\_\_\_\_  
 Car Park Area  School Excursion: *(details)* \_\_\_\_\_

Did another student intentionally cause the injury?  Yes  No  Not Sure

Description of injury: i.e. what happened?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness: *(if any)* \_\_\_\_\_

**Action Taken:** *(Tick one box only)*

First Aid (returned to class)  First Aid (rest in sick room)  First Aid (sent home)  
 Dental Treatment  Doctor's Treatment  Hospital Treatment (E.D.)  
 Hospital Admission

Description of treatment:

\_\_\_\_\_  
\_\_\_\_\_

What could have been done to prevent this injury?

\_\_\_\_\_

Name of staff member reporting: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix 3 Suggested Equipment for First Aid Room

The room should have adequate ventilation, lighting, easy access to toilets and include the following:

- first aid manual
- first aid kit with approved contents
- sink and wash-basin with hot and cold water supply
- work-bench or dressing trolley
- storage cupboard for medicaments, dressings, utensils and linen
- soiled dressings container
- plastic bags
- electric power points and means of boiling water
- couch with blankets and pillows
- two upright chairs
- movable screen
- telephone and list of emergency numbers
- portable stretcher
- disposable towels and sheets
- bleach or Milton
- Chlorhexidine 5%
- Flashlight
- disposable gloves
- clear safety glasses
- Thermometer
- paper cups
- plastic splints (1 packet)
- log for keeping records



## Appendix 4 Precautions for Dealing with Blood or Body Fluids

To minimise the risk of acquiring blood-borne viruses and other infections the following standard precautions are to be adopted:

- When appropriate, children, young people and adults are to perform their own first aid if they are capable. Supervision during this procedure may be necessary.
- Wash hands thoroughly (at least 15 seconds) with soap and water before and after any procedure involving first aid and after cleaning/removing of blood and body fluids. Students or others who have come into contact with blood or body fluids are to do the same. An alcohol-based hand rub may be used when hand-washing facilities are limited or unavailable, but every reasonable effort must be made to wash the hands as soon as practicable.
  - It is recommended that soap and water are used predominately for cleaning. Soap is a better wetting agent and cleans more thoroughly than hypochlorite (commonly found in household bleach), overuse of which is not recommended. Viruses do not live on a dry surface, therefore drying with a paper towel is recommended.
  - If staff or students are exposed to blood splashes onto a broken skin surface or mucous membrane, wash the area with soap and water and report the matter to the Principal. Seek medical attention.
- Always use recommended protective equipment (e.g. gloves, safety goggles) as necessary to prevent skin and mucous membrane exposure (e.g. eyes) when contact with blood or body fluids is anticipated.
  - Ear, eye or face mask protection is to be used when conducting procedures that may result in the generation of droplets, splashing of blood or body fluids.
  - Wear gloves wherever there is a potential risk of exposure to a blood-borne virus or when performing first aid on a bleeding casualty, and wash hands with soap and water after removing the gloves.
- Cover cuts and abrasions with waterproof dressings and any blood or body fluids must be washed from skin surfaces using soap and water.
- Use standard cleaning equipment, (mop and bucket and disposable cloth with detergent and water) for cleaning up spills of blood or body fluids. Wipe the area with a paper towel and allow the surface to dry. If the soiled surface is porous and difficult to clean, a solution of 0.5 per cent sodium hypochlorite must be applied after cleaning. Soaking a paper towel in the sodium hypochlorite solution and leaving it in place for 10 minutes may achieve this. A number of household bleaches contain sodium hypochlorite and can be diluted to the required strength. Gloves must be worn.
- Seal soiled cloths, paper towels, gloves and dressings in a strong plastic bag before disposal into the domestic garbage.
- Clothing contaminated with blood or body fluids should be removed as soon as practicable and contaminated items placed in a sealed bag until laundered.
- Care must be taken if sharp objects are being removed from the environment. Dispose of all sharp objects in a puncture resistant container, preferably one that conforms with Australian Standard AS4031.



## Appendix 5 Code of Practice: First Aid Facilities and Services, Workplace Amenities and Facilities, Personal Protective Clothing and Equipment

Saved as a separate document.

Available at [https://www.commerce.wa.gov.au/sites/default/files/atoms/files/code\\_first\\_aid\\_0.pdf](https://www.commerce.wa.gov.au/sites/default/files/atoms/files/code_first_aid_0.pdf)