

# First Aid, Medical and Sickness Guidelines

*Belong*

*Explore*

*Flourish*

*Serve*

**Pilgrim School**

Policy Title	Medical, Sickness and First Aid Policy
Version	1.3
Current Date of Last Review	June 2023
Proposed Review Date	2026
Related Legislation and Regulatory Requirements	<ul style="list-style-type: none"> <li>• Work Health and Safety Act 2012 (SA)</li> <li>• Work Health and Safety Regulations 2012 (SA)</li> <li>• Model Work Health and Safety Regulations 14.1.2019 Safework Australia</li> <li>• AS 1319:1994 Safety Signs for the Occupational Environment</li> </ul>
Cross Sector Guidelines (SA)	Example: <a href="#">Child Safe Environments: principles of good practice</a>
Related School Policies and Procedures	<ul style="list-style-type: none"> <li>• Drug and Illicit Substances Policy</li> <li>• Allergy Management Policy (Nut Free) Aberfoyle Park Primary School Campus</li> </ul>
Responsibility	Administration, Leadership Team and School Board
Status	ACTIVE
Approved by	Leadership Team and School Board

Date	Version	Revision Description – Prepared/ Reviewed
July 2013	1.0	Mandy Williams
November 2014	1.1	Mandy Williams, WHS Committee Reviewed
August 2020	1.2	Sue Galpin, Wendy Chenda, Karen Hillier
June 2023	1.3	Wendy Chenda, Andrew Edmondson

# Introduction

Pilgrim School is committed to the health and well-being of all its students and staff. We acknowledge that parents/caregivers retain primary responsibility for their child's health care. This includes responsibilities for providing accurate, up-to-date relevant information for staff regarding children's routine and emergency health care needs.

## Rationale

To provide guidance in the management of First Aid.

## Responsibilities of First Aid Personnel

The school does not have the facilities or training to care for sick students other than provide first aid. If a student has recently contracted an illness, is infectious and/or needs rest and recuperation, his or her care generally is the responsibility of the family.

First Aid personnel, with support from the leadership team will:

- monitor ongoing compliance with the first aid with best practice and current legislative requirements
- provide first aid equipment and supplies, with the room maintained, stocked and cleaned and time for this to occur
- give access to first aid facilities for all the Pilgrim community
- ensure appropriate staff have current senior first aid or equivalent qualifications
- maintain records of all injury, accidents and sickness including procedures/actions provided
- monitor, review and continually improve services provided
- incorporate Critical incident plans include first aid management
- provide adequate signage for first aid facilities and kits in accordance with Australian Standards
- encourage a nut free environment for students and staff affected by allergies
- investigate, in consultation with WHS Committee(s)/Representative(s), incidents involving injury and illness
- communicate understanding of student medical needs for all staff (especially high risk/complex students)
- notify supervising teachers/classroom teachers of any student injuries/illness
- notify parents and caregivers of any student injuries/illness.

To meet the requirements of the WHS legislation a person trained in first aid will be designated as the primary first aid officer and will be responsible for:

- initial provision of first aid treatment
- maintaining all first aid kits within the school
- maintaining first aid facilities
- administering medication.

Other personnel trained in first aid are responsible for the provision of first aid treatment as required and may be designated by the primary first aid officer or principal to be in charge of a first aid kit or kits.

Trained personnel taking first aid kits from the school for school excursions, sports events etc. are responsible for:

- the care of excursion first aid kits (to be restocked on return)
- providing medical care

- recording incidents and injuries.

First Aid staff are in attendance at the school from 8.30am to 4.00pm each day.

## Responsibilities of All Staff

Staff are required under the WHS Act to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Staff will comply with any reasonable instruction, policy or procedure relating to health and safety at the workplace.

## Responsibilities of Parents and / or Caregivers

To ensure the health and safety of students at all times and to ensure that staff have necessary medical information, parents and caregivers are responsible, in relation to their children and/or charges, for:

- updating the school on any new conditions or changes in medical conditions and/or required treatments
- medication plans and asthma records (must be updated every 12 months, or whenever there is a change in the care needs of the student and be authorised by a medical doctor or specialist)
- keeping unwell children at home until they have recovered
- exclusion times for communicable diseases recommended by SA Health are to be followed ([website https://www.sahealth.sa.gov.au/](https://www.sahealth.sa.gov.au/))
- contacting the school to notify absence due to illness (parent portal, email or by phoning the school on 8270 3033, answering machine is available after school hours).

## Illness or Injury at School

- If children or staff members become ill or are injured at school they will be treated by the first aid staff.
- All staff have a duty of care.
- Injured people are to be sent to the first aid room for treatment whenever possible.
- Yard duty bags have emergency supplies, and information about students with severe medical conditions.
- If there is a serious injury phone the school office for assistance or send an emergency message to direct help to where the person is injured.
- First aid staff will contact families if a person is sick and requires medical attention This will allow families to collect individuals and assume responsibility for the medical assistance needed.
- Children attending the First Aid room will be recorded in the first aid registry. Parents/caregivers will be sent a first aid attendance notification.
- A child with a minor head injury will be monitored and if there are no signs of concussion they will be given a white wrist band to wear to alert staff and families to monitor and seek first aid if symptoms continue to develop.
- In an emergency, staff will administer emergency first aid and contact an ambulance and family as required (ambulance cost is covered by the school's ambulance membership unless the student has a pre-existing condition).
- When a child is being transported by ambulance, a staff member will remain with the child until the parent, caregiver or emergency contact arrives. A staff member may accompany a child with ambulance staff to provide support if required.
- All students who are unwell must report to the front office staff who will then notify a

parent/caregiver as necessary.

## Medication

- Whenever possible parents and caregivers are to administer medication outside of school hours, eg 3 times a day can be taken in the morning (before school), afternoon (straight after school), and bedtime, however, with correct documentation first aid staff may administer medication required during school hours.
- A Medication Plan authorised and signed by a doctor/specialist must accompany all medication (including eye drops, paracetamol, hay-fever medication). Staff cannot administer any medication to students without this.
- Medication, provided to the school, must be in an original container with a label from the pharmacy attached with the child's name and dosage information.
- At school medications are stored in a locked cupboard in the first aid room. During school camps and excursions all medication will be kept secure by staff.
- Parents/Caregivers are asked to supply a spacer for asthma medication (best practice for infection control).
- It is the Parent/Caregivers responsibility to replace medication past its expiry date.
- School staff cannot administer the first dose of any medication.

## Accident and Injury Reporting and Management

All significant accidents and injuries are reported and documented and stored by Pilgrim School. Work-related injuries, accidents and dangerous occurrences will be reported to the principal or delegate.

When appropriate accidents will be investigated by the WHS committee to determine any need for corrective action. Where a work-related accident could result in a claim for compensation or rehabilitation or a legal requirement to notify, it is the policy that the appropriate bodies be notified as soon as possible.

## Reporting Procedures

- As soon as is reasonably practicable following the provision of first aid, all non-minors involved in a work-related accident or injury or their delegate will fill in the Accident, Injury Report Form (Appendix 3) and submit it to the business manager.
- Where immediate corrective action is required to eliminate/reduce a hazard, the principal and business manager will direct appropriate action to be taken.
- Where a hazard cannot be corrected immediately but still presents a risk, all affected persons associated with the school will be informed by the principal/business manager of action to be taken or avoided to reduce/eliminate the risk until long-term solutions are implemented.
- The business manager will communicate the accident/injury to the WHS Committee whilst at the same time ensuring that the injured person's confidentiality is respected and upheld.
- All Accident and Injury Report Forms will be viewed by the WHS Committee (and a leadership delegate). After appropriate investigation the committee will recommend any further corrective action required to reduce/eliminate the hazard.
- A record of these forms will be kept by the school for 5 years. In the case of a worker's compensation claim being made these forms will be kept until the person injured reaches 65 years of age.

# First Aid Equipment and Facilities

<b>Hazard Identification</b>	
	<p>Review work carried out at the site to determine specific hazards that may require additional first aid resources eg:</p> <ul style="list-style-type: none"> <li>• design and technology</li> <li>• science</li> <li>• camps and excursions</li> <li>• kitchens</li> <li>• remote/isolated work</li> </ul>
<b>Risk Assessment</b>	
Provision of first aid kits	<p>Assessment to determine:</p> <ul style="list-style-type: none"> <li>• type and quantity of first aid kits required (fixed/portable)</li> <li>• location of first aid kits</li> <li>• any specific items required</li> </ul> <p>The recommended content of a first aid kit and information on additional equipment can be found in Appendix 1.</p>
<b>First Aid Equipment</b>	
First Aid Kits	<p>First aid kits may be of any size, shape or type, but each kit should:</p> <ul style="list-style-type: none"> <li>• be large enough to house all required contents and be able to be securely closed</li> <li>• contain a list of contents</li> <li>• have a white cross on green background prominently displayed on the outside</li> <li>• protect the contents from dust, moisture and contamination</li> <li>• be portable (with exception of first aid supplies kept in first aid room)</li> <li>• a designated person shall maintain first aid kits</li> </ul>
Other First Aid Facilities (First Aid Rooms/Sick Rooms)	<p>A First Aid room should:</p> <ul style="list-style-type: none"> <li>• be suitably located and be easily accessible to emergency services</li> <li>• be well lit and ventilated</li> <li>• be readily accessible to toilet facilities</li> <li>• have accessible hand washing facilities</li> <li>• be clearly marked "FIRST AID"</li> </ul>
Defibrillator	Kept in the Thiele front office and gymnasium
Wheelchair	Stored at the Campus office

## Contents First Aid Kits

For most workplaces, a first aid kit should include the following items:

Item	Kit contents
	Quantity
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1

### Standard Precautions for Infection Control

First Aiders should take standard precautions to avoid becoming ill and exposing others to illness when handling blood or body substances. Standard precautions are work practices that are applied to all patients and their blood and body substances, regardless of their infectious status, to ensure a basic level of infection prevention and control. Standard precautions include hand hygiene, use of personal protective equipment, appropriate handling and disposal of sharps and waste, cleaning techniques and managing spills of blood and body substances.

### Providing First Aid Safely

Before providing first aid to an injured or ill person, assume you could be exposed to infection. First Aiders should wash their hands with soap and water or apply alcohol-based hand rub before and after administering first aid. Wear personal protective equipment to prevent contact with blood and body substances, including disposable gloves. Eye protection, a mask and protective clothing may also be necessary.

Staff will consider:

- proper hand hygiene practices
- handling and disposal of sharps
- cleaning surfaces and reusable equipment
- managing spills and handle and clean soiled laundry
- handling and disposal of waste
- using personal protective equipment.

First Aiders should be aware of what to do if they have accidental contact with blood or body substances, a sharps injury or contact with a person known to have a contagious illness. Any part of the body that comes in contact with blood or body substances should be washed with soap and water immediately. Prompt medical advice should be obtained.

### Contaminated Items

All items that are soiled with blood or body substances should be placed in plastic bags and tied securely. Waste disposal should comply with any state or local government requirements.

Sharps, including scissors and tweezers, that have become contaminated with blood or body substances should be disposed of in a rigid-walled, puncture-resistant sharps container by the person that used them.

If a First Aider sustains a sharps injury or thinks they are at risk of infection from blood or bodily fluid contamination, they should seek prompt medical advice.

### Cleaning Spills

Cleaning should commence as soon as possible after an incident involving blood or body substances has occurred. First Aiders should wear disposable gloves when cleaning spills and if splashes of blood or body substances may occur, additional protective equipment such as eye protection, plastic aprons and masks should be worn. Surfaces that have been contaminated with blood or body substances should be wiped with paper towelling and cleaned with warm soapy water. It is generally unnecessary to use sodium hypochlorite (chlorine bleach) for managing spills but it may be used in specific circumstances, for example if the surface is hard to clean.

## Accident/Injury Report Form

Name Of Person Involved: .....		Position: .....	
Address: .....			
.....			
Contact Number: .....		Postcode: .....	
Date of Incident:                    /    /		Time of Incident:	
Nature of Most Severe Injury (or potential injury)			Please Tick
<ul style="list-style-type: none"> <li>• fracture</li> <li>• dislocation</li> <li>• strain/sprain</li> <li>• laceration/cut</li> <li>• burn/scald</li> </ul>	<ul style="list-style-type: none"> <li>• crushing</li> <li>• amputation</li> <li>• bruising</li> <li>• dental injury</li> <li>• overuse/RSI</li> </ul>	<ul style="list-style-type: none"> <li>• bite/sting</li> <li>• stress</li> <li>• shock</li> <li>• concussion</li> <li>• eye injury</li> </ul>	<ul style="list-style-type: none"> <li>• head injury</li> <li>• other (specify)</li> </ul> <div style="text-align: center; border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>
Part of Body Most Severely Injured (or with potential for injury)			
<ul style="list-style-type: none"> <li>• head</li> <li>• face</li> <li>• jaws</li> <li>• ears</li> <li>• nose</li> <li>• eyes</li> </ul>	<ul style="list-style-type: none"> <li>• neck</li> <li>• back</li> <li>• collarbone</li> <li>• trunk</li> <li>• abdomen</li> <li>• arm (wrist, elbow, forearm)</li> </ul>	<ul style="list-style-type: none"> <li>• hand (fingers, thumb)</li> <li>• pelvis</li> <li>• genitals</li> <li>• buttocks</li> <li>• leg (hip, thigh, knee, ankle)</li> </ul>	<ul style="list-style-type: none"> <li>• foot</li> <li>• psychological</li> <li>• multiple locations</li> <li>• other (please specify)</li> </ul> <div style="text-align: center; border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>
Cause of Accident (or possible cause of accident)			
<ul style="list-style-type: none"> <li>• slip/fall</li> <li>• hit by another person</li> <li>• hit by an object</li> <li>• vehicle accident</li> <li>• lifting/manual handling (object)</li> <li>• lifting / manual handling (person)</li> <li>• hand tools</li> </ul>	<ul style="list-style-type: none"> <li>• power tools</li> <li>• insect / animal</li> <li>• explosion</li> <li>• electric shock</li> <li>• fire</li> <li>• collapse of structure</li> <li>• exposure to noise</li> </ul>	<ul style="list-style-type: none"> <li>• exposure to chemicals/substance (liquid)</li> <li>• exposure to chemicals/substance (gas)</li> <li>• exposure to chemicals/substance (vapour)</li> <li>• exposure to dust</li> <li>• thermal exposure</li> <li>• stress</li> <li>• collapse of an excavation deeper than 1.5m.</li> <li>• flood, rock fall or collapse of earth</li> <li>• other</li> </ul>	<div style="text-align: center; border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>
Place Incident Occurred			
<ul style="list-style-type: none"> <li>• classroom</li> <li>• laboratory</li> <li>• workshop</li> <li>• art room</li> <li>• office</li> <li>• canteen</li> </ul>	<ul style="list-style-type: none"> <li>• toilet</li> <li>• gymnasium</li> <li>• sports field</li> <li>• play area</li> <li>• playground equipment</li> <li>• path / walkway</li> </ul>	<ul style="list-style-type: none"> <li>• step / stair</li> <li>• excursion</li> <li>• camp</li> <li>• travelling to / from school / workplace</li> <li>• swimming pool</li> </ul>	<ul style="list-style-type: none"> <li>• library</li> <li>• hallway / corridor</li> <li>• drama room</li> <li>• music room</li> <li>• photographic area</li> <li>• other</li> </ul> <div style="text-align: center; border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>
Treatment Of Injury			
<ul style="list-style-type: none"> <li>• first aid (returned to class)</li> <li>• first aid (sent home)</li> </ul>	<ul style="list-style-type: none"> <li>• medical/dental treatment</li> <li>• Admitted to Hospital</li> <li>• Attended hospital (as out patient)</li> </ul>	<ul style="list-style-type: none"> <li>• fatal</li> <li>• none required</li> </ul>	<div style="text-align: center; border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>
Will this Accident Result in a Workers Compensation Claim?			
<input type="checkbox"/> Yes (Workers Compensation Forms require completion)	<input type="checkbox"/> No	<input type="checkbox"/> Unclear	

