First Aid Policy

RATIONALE:
Teachers as part of their general duty of care are obligated to provide assistance to injured and sick students. If a student is sick or injured, the teacher must do everything possible to assist that child.

First Aid is the initial administration of treatment in the case of accidents that may precede the involvement of a doctor or full medical care being obtained. Generally, the most highly skilled available staff member should administer First Aid.

Staff are responsible for informing parents of major injuries that occur at school. Parents are responsible for informing the school of any contagious or infectious conditions that their child may have so that the school is able to take appropriate action.

GOALS:
At St Bede’s we aim to:
- ensure the medical needs of all students and staff are met according to current First Aid recommended practices;
- ensure the safety of those providing First Aid as well as those receiving assistance;
- teach students to be safe and responsible when meeting their medical needs;
- provide opportunities for staff to obtain and maintain current First Aid and CPR qualifications

IMPLEMENTATION:
At St Bede’s the following procedures are implemented.
- Each year, staff are provided with the opportunity to update their qualifications.
- At the beginning of each year staff with current First Aid qualifications are designated as First Aid officers.
- The School Secretary is responsible for ordering and maintaining First Aid supplies.
- Basic First Aid kits are kept in the classrooms.
- Teachers on playground duty carry a bag that contains basic First Aid supplies.
- In the event that a child becomes ill or is injured during class time, she/he will be accompanied to the school office for attention.
- In the event that a child becomes ill or is injured during recess or lunch, she/he will be accompanied to the Sick Bay and a staff member notified.
- When a child requires further attention than can be given at school, the Principal is notified and the Secretary contacts the parents of the child.
- All injuries sustained by students as a result of an accident should be recorded in the Accident Report Book that is kept in the office. The Principal or Assistant Principal should read and sign each entry.
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The following precautions are to be observed when rendering First Aid.
• Disposable gloves should always be used.
• Hands must be washed after removing gloves.
• Contact with blood is to be avoided if hands or lower arms have open cuts or unhealed wounds.
• If contact with blood occurs then hands should be washed with liquid soap. Disposable gloves should then be put on to wash any other body parts in contact with or splashed by blood.
• All waste material that is contaminated with blood and/or body fluids should be placed in contaminated waste bin for disposal.
• Blood and/or body spills must be cleaned up immediately.
• The only instrument kept in the First Aid room are a set of tweezers which are used to remove splinters that protrude from the skin. After use they are washed in warm water and detergent, rinsed and dried.
• Where students have gone to the assistance of a bleeding child, staff should ensure that the students involved thoroughly wash with soap and water, their hands, lower arms and any other body parts that have been in contact with blood.

HEAD LICE
• Head lice are endemic in Canberra. Children who have head lice or nits in their hair must be sent to the office.
• If nits are found in the hair of a child, the Principal should be advised and a note sent home to all parents of children in that class to take precautions. A copy of this note is available at the office.
• Staff should not inspect children’s hair for lice.

FURTHER INFORMATION:
For further information please refer to the CEO policy at: