



Related Policies

Legal Responsibilities and Authority
Anaphylaxis
Infectious Diseases

Purpose

To provide staff of schools with guidelines to ensure the safety of themselves and the students in their care when dealing with accidents and emergencies.

Policy

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.

Each school is to have a designated First Aid Officer.

All staff members are to have annual CPR training and biannual anaphylaxis training. 10% of staff (small schools minimum 2) is to have current Senior First Aid qualifications.

Under the provisions of the Occupational Health and Safety (First Aid) Regulations 1989, all places of work are required to have and maintain First Aid kits that are readily accessible. The Regulations specify what the First Aid kits are to contain and where they are to be located. A member of the staff is to be appointed to be in charge of the kit.

Schools are to develop procedures, including the use of the CCI Accident Book, for recording injuries requiring First Aid or other medical treatment.

Definitions

First Aid: the initial administration of treatment in the case of accidents that may precede the involvement of a doctor or full medical care being obtained.

Anaphylaxis: The most severe form of allergic reaction.

CPR: Cardiopulmonary Resuscitation –The technique which combines expired air resuscitation and external chest compressions for a victim whose breathing and heart have stopped.

First Aid Qualifications: A certified course run by a recognized provider such as Red Cross or St John's Ambulance.

Procedures

1. Due to the possible transmission of Blood Born Viruses (BBV) the following precautions should be observed by the person(s) rendering first aid:
 - 1.1 A supply of disposable gloves should always be available, used and disposed of appropriately.
 - 1.2 Avoid contact with blood. If contact occurs ensure area is washed thoroughly, using soap.
 - 1.3 All waste material that is contaminated with blood or body fluids should be placed in a plastic bag, tied shut and placed in a waste bin for disposal.
 - 1.4 All blood and or body fluid spills needs to be cleaned up immediately.
 - 1.5 All equipment in First Aid kits needs to be maintained and cleaned regularly by the designated First Aid Officer. Equipment used must be cleaned thoroughly immediately after use, before being returned to Kit.
 - 1.6 Every First Aid Kit is to include a facemask, for use in CPR.

2. As part of a normal Health Curriculum, all students should be taught basic first aid procedures for attending to minor injuries to themselves and others. Such procedures would include knowing how to:
 - Cleanse a wound of dirt and blood
 - Apply a dressing
 - Clean up and dispose of waste appropriately.

3. Staff members may exercise a watching brief in regard to a student with apparently minor injuries or illness. If a child is obviously sick, parent/guardians or emergency contacts should be contacted as a matter of course.

4. General Hygiene standards need to be maintained throughout the school. These include:
 - Mouthpieces from musical instruments should be washed and cleaned thoroughly after each use.
 - Crockery and eating utensils must be cleaned and dried and not left soaking.
 - The use of shared hand towels is to be discouraged. Use of paper toweling or hand dryers is the preferred option.
 - Staff involved in toileting children or caring for handicapped students must wear disposable gloves when contact with blood and/or body fluid is anticipated. They must wash their hands thoroughly with soap and water after removing and disposing of gloves.

References

Australian Red Cross: First Aid Responding to Emergencies

Forms

Refer to the Catholic Church Insurances (CCI) Accident Book. (see website www.ccinsurances.com.au/church_ins/documents/CCISchoolAccidentReportform.pdf)

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