McAULEY CATHOLIC CENTRAL

FIRST AID POLICY
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 Qualification: a certified course run by a recognized provider such as Red Cross or St John’s Ambulance.

PURPOSE

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

Teachers, as part of their general duty of care, are obliged to provide assistance to injured and sick students. If a student is sick or injured, the teacher must do everything possible to assist the child. McAuley has two (one on each campus) designated First Aid Officers.

All staff members must have annual CPR training and biannual anaphylaxis. All staff are encouraged to have their First Aid Certificate, with a minimum of 10% of staff on each campus to hold their certificate at any one time.

Under the provisions of the Occupational Health and Safety Regulations of 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, in this instance the First Aid officer of each campus, is to be in charge of the kit.

PROCEDURES

Blood Born Viruses

Due to the possible transmission of Blood Born Viruses (BBV) the following precautions should be observed by the person(s) rendering first aid:

1. A supply of disposable gloves should always be available, used and disposed of appropriately.
2. Avoid contact with blood. If contact occurs ensure area is washed thoroughly, using soap.
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.
4. All blood and or body fluid spills needs to be cleaned up immediately.
5. All equipment in First Aid kits needs to be maintained and cleaned thoroughly immediately after use and before being returned to the kits.
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.

**Injured Students**

When a student has presented with a minor injury or illness, staff members will notify the First Aid Officer and both the officer and staff member will exercise a watch and see situation. If a student is obviously sick, parents/guardians or emergency contacts should be contacted as a matter of course.

When a student has presented with a major injury or illness, staff members will notify the First Aid Officer and an ambulance will be called. The parents/guardians will then be notified.

In the case of a neck or head injury, where the child has fallen from a height more than their own personal height, an ambulance is contacted immediately. The student is not to be moved from the site of the fall. Parents will also be notified of the injury.

**General Hygiene**

The 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.
- Plastic utensils will be used when required by students. Staff utensils from the staffroom are not to be shared with students.
- The use of shared hand towels is to be discouraged. Use of paper toweling or hand dryers is the preferred.
- Staff involved in toileting students or caring for handicapped students must wear disposable gloves when contact with blood and/or body fluid is anticipated. Staff must wash their hands thoroughly, with soap and water, after removing and disposing of gloves.

**Reporting Accidents**

When an accident occurs to a student or staff member, either in the classroom or in the playground and an ambulance has been called, the staff member involved must fill out the CCI Accident Book located in each campus staffroom. The Principal should also be notified.