



## Health and Safety, First Aid Policy

### Rationale

Our Lady Star of the Sea is committed to the health, safety and welfare of all employees, students and others, including visitors and contractors who are legally present in our workplace and on our school premises.

### Aim

To provide adequate care, appropriate first aid training and up to date equipment, policies and procedures to ensure the health, safety and welfare of all employees, students and others.

### SCHOOL COMMITMENT

- The provision of first aid facilities and equipment based on an assessment of the needs of the school.
- Ensuring adequate signage for first aid facilities and kits in accordance with Australian Standards. Facilitating the development of policy and procedures adapted to the particular requirements of the school.
- Ongoing evaluation and review of the needs of the school environment, ensuring ongoing compliance with legislative requirements / incidents involving injury and illness.
- Keeping a record of employees who are trained in first aid and their level of training.
- Incident Notification Guide (Worksafe).
- Reporting Incidents (Worksafe).
- Incident notification on CEVN.

### RESPONSIBILITIES

#### First Aid

First Aid officers provide initial care of ill / injured staff, students and others by delivering care in accordance with approved training and where appropriate, referring the injured / ill person for additional medical advice.

#### First Aid Training

All staff members are trained in the following areas as follows:

- Level 2 First Aid 3 yearly - all staff
- CPR Annually - all staff
- Anaphylaxis - bi annually - all staff
- Anaphylaxis management - every 3 years
- Asthma - 3 years - all Staff
- Diabetes - annually - staff involved directly with affected students

### RESPONSIBILITIES OF APPOINTED FIRST AID OFFICERS

- Initial provision of first aid treatment
- Maintaining all first aid kits within the school
- Maintaining first aid facilities i.e. sick bay in accordance with legislative requirements
- 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
  - Providing emergency care
  - Recording of incidents and injuries using the appropriate forms
  - Returning and advising appointed first aid officer of what restocking of the first aid kit is necessary
  - While acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the level of recognised training and/or instruction that they have received.

## **RESPONSIBILITIES OF ALL STAFF**

All staff are responsible for:

- Providing basic life support and emergency care that is consistent with their current level of training.
- Reporting and recording incidents and injuries as per school procedures.
- Ensuring all medications are returned to the sick bay at the completion of an excursion or sporting event.
- Staff are not to interfere with or misuse anything provided in the interest of health and safety under work health and safety legislation in the workplace eg removing first aid supplies from first aid kits and first aid facilities. Please refer to Occupational Health and Safety Act (OHS Act) 2004 and Occupational Health and Safety Regulations (OHS Regulations) 2017.

## **RESPONSIBILITIES OF PARENTS AND/OR GUARDIANS**

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

- Keeping the school informed of any medical conditions, treatments and medical contact details on Caremonkey.
- Providing staff with appropriate information and training/instruction where medical conditions require specialised treatment.
- Updating on Caremonkey and providing to the school any changes in medical conditions and/or required treatments.
- As referenced in Information Booklet
- Providing the in-date medication, in original packaging, to Our Lady Star of the Sea school.

### **Appendix:1**

General Procedures

[Asthma Policy and Procedures](#)

[Anaphylaxis Policy and Procedures](#)

[Diabetes Policy and Procedures](#)

[First Aid Risk Assessment Checklist](#) (CEVN)

## **PROCEDURES**

### **Health and Safety**

Parents are asked to inform their child's teacher and our school office staff of health issues that impact on their child whilst at school. All medications need to be kept at the school office and accompanied by a Medication Request Form, a copy of which is available on the school website or from the school office. This procedure is conveyed to parents during the enrolment procedures and through the School Information Booklet.

Administration staff will ensure student medical records are maintained on the Student Database. It is an expectation of parents that they ensure the school is aware of health / medical issues of their child, that the information is kept up to date and CareMonkey is kept up to date.

### **Accidents, First Aid, Sick Bay**

Accidents that occur on the yard are to be reported to the teacher on yard duty. Teachers on duty carry a first aid bag and if the accident is minor, will clean the wound with water and administer a band aid if necessary.

If the accident is more serious the child will be taken inside to the staff member on First Aid duty in the school office. If an injury deems it unsafe or unsuitable to move the child, the staff member on First Aid in the school office will be called to the yard. At this time other children are directed to leave the accident area by staff on duty and if necessary the bell is rung and children are sent inside.

Parents will be notified of any serious accident immediately. In case of an emergency and if parents cannot be contacted the nominated emergency contact will be called. If parents or emergency contact cannot be contacted then the ambulance service will be called.

An ambulance will be contacted if required and the parents or the emergency person contacted.

Details of accidents/ injuries are submitted to the student database system - SAS. Details of serious accidents/ injuries are lodged through the Catholic Education Commission Victoria Incidents site. A report is made to Worksafe if the injury falls under those guidelines. Serious Incident procedures are displayed in the school office.

The sick bay area is available for children who are injured or unwell during the course of the school day. Should the child be too ill to continue at school the parent will be notified. If parents cannot be contacted the nominated emergency contact will be called. When parents are contacted, it then becomes their responsibility to make a decision about the ongoing care of their child.

Sickbay is for sick or injured children only and is not to be crowded by friends and siblings.

All first aid kits, asthma kits and medications, used for the treatment of illness and injuries, are kept in sick bay.

### **Parent & Emergency Contacts**

Confidential information about parent and emergency contacts are kept in several locations, near a telephone. These areas are the school office, Teacher Resource Room, Teacher Planning Room, Principal's office and Deputy Principal's office.

### **Early Leavers**

All children who leave school because of an accident or illness must be signed out through the Student Attendance Kiosk, an iPad located in the school office.

### **Medication at School**

If a child is required to have medication at school, parents are to leave the medication with written permission and instructions for administration at the school office. Instruction is to be via a Medication Permission Form, a copy of which is available on the school website or from the school office. The child will come to the school office and the medication will be administered by school staff, who will then record details.

When attending an offsite excursion or sporting event, it is an expectation that students in Years 3-6 carry their medication with them if it is Ventolin and Epipens. All other medication will be carried by the supervising staff member. Medication for students in Prep - Year 2 will be carried by Our Lady Star of the Sea staff.

It is standard practise that when leaving for any event students in Years 3-6 collect any medication from the office, as directed by the teacher in charge. Upon returning to school the students are instructed to return their medication to the office before going home.

Medication for students in Prep - Year 2 will be collected from and returned to sick bay by a staff member .

## **Asthma**

Parents are to provide an Asthma Management Plan, completed by the child's doctor, to the school office upon enrolment or diagnosis, and upload a copy to Caremonkey. The child's classroom teacher will have access to the Asthma Management Plan via CareMonkey. Further information, including the Management Plan template is available at [www.asthma.org.au](http://www.asthma.org.au).

## **Medical Conditions**

Children who have any other medical conditions e.g. allergies or chronic illness, are to provide a management plan with a photo to the school office upon enrolment or diagnosis. This information must also be included on Caremonkey, to be accessed by the child's teacher.

A list of affected students, with photos of those students, will be shared with all staff on through Google Drive. Copies will also be displayed in the staff room, at the school office, teacher planning room and canteen. Photos are also carried on yard duty first aid bags to identify children with medical conditions in the playground.

## **Food Shared as Treats**

At times parents or teachers provide treats. The ingredients' description and the use by date must be presented with the food and checked by the classroom teacher. If for any reason parents do not want their child to have these treats throughout the year, if and when they are offered, then they are to notify their child's classroom teacher and our school office. Commercially prepared food meets these criteria; however, homemade food is acceptable provided it is clearly labelled with ingredients and the date it was made.

## **Regional School Nurse Service**

Each year the Regional Nurse Service to Schools visits the school. The Prep children receive a general medical check-up. Any other children in the school may be referred to this Nurse, with parental permission.

## **School Dental Service**

Bellarine Dental Service in Point Lonsdale provides a free screening service to school children aged 5-12 years. This is an annual visit, advertised in the school newsletter.

## **Treating and Controlling Head Lice**

Children with head lice are required under the Health (Infectious Diseases) Regulations to be excluded from school until treatment has commenced. Cases of head lice are to be reported by parents to our school office. Letters are sent out to hubs to notify of cases. Further information is available through the school head lice Policy. Parents are asked to sign a consent upon enrolment pertaining to the Head Lice Management processes.

## **Emotional Health**

Should parents have any concerns about your child's emotional health, contact should be made to the classroom teacher in the initial stage. Teachers are to encourage parents to speak with the Principal and the Student Wellbeing Leader if concerns are of a serious nature.

## **Local Referral Services**

### **Bellarine Community Health Centre**

The Grove, Presidents Avenue, Ocean Grove

Phone: 5256 1311

Email: [Oceangrove.Recept@bch.org.au](mailto:Oceangrove.Recept@bch.org.au)

### **Centacare**

62 McKillop Street, Geelong Phone

5221 7055

Email: [geelong@centacaremelbourne.org.au](mailto:geelong@centacaremelbourne.org.au)

### **Bethany**

1 Gibb Street, North Geelong

Phone: 5278 8122

Email: [bfs@bethany.org.au](mailto:bfs@bethany.org.au)

Website: [www.bethany.org.au](http://www.bethany.org.au)

### **City of Greater Geelong**

Health Services

Phone: (03) 5227 0411

Fax: (03) 5227 0375

Postal Address: P.O.Box 104, Geelong 3220

Email: [www.geelongcity.vic.gov.au/Services\\_In\\_Geelong/Health/Food\\_Safety/](http://www.geelongcity.vic.gov.au/Services_In_Geelong/Health/Food_Safety/)

**Evaluation**

This policy will be reviewed by staff and School Education Board Members as part of the school's review process.

**Initial Policy:** 2009

**Last Review:** 2014, 2019

**Next review:** 2022