Introduction

The safety and well being of children at all times is of utmost priority. The staff of St Peter’s Woodlands are not trained medical officers, rather are trained first aiders. Whenever there is any doubt about the treatment that should be provided for a child, what must be remembered is that we are not ‘diagnosers’, but we are first aiders.

Staff Training

All employees on regular duty in the First Aid Room will be trained to Senior First Aid level during School time and at the School’s expense. These employees will be paid a First Aid Allowance in accordance with the St Peter’s Woodlands Grammar School Inc. Enterprise Agreement 2005 and School Assistants (Non- Government Schools) Award. The Pines Early Learning and Care Centre Coordinator will be trained to Senior First Aid level also during School time and at the School’s expense. It is the responsibility of these employees to negotiate with School management for attendance at training sessions to maintain currency of qualifications. Other employees are invited to be trained as Senior First Aiders providing such training occurs in the employee’s own time. Employees who wish to undertake this training should negotiate this with School management. The cost of the training, if agreed, will be met by the School. All other employees are required to hold basic first aid training ie. Emergency First Aid (St John’s) or BELS Basic Emergency Life Support (Red Cross). This training will be made available every three years and will be at the expense of the School. Training sessions are scheduled for July 2011 and every three years thereafter. It is the responsibility of any employee who, for whatever reason, is unable to attend the scheduled training session to negotiate with Senior Management attendance at an alternative time. Training costs will be met by the School but the employee may be asked to attend training in their own time.

Procedures at school

First Aid Officers will attend to children who are sick or injured and present themselves for assistance at the back window of the Administration Office. (The Pines Early Learning and Care Centre and OSHC staff will be responsible for children attending their programs.)

a. Children need to show a “blue card” to indicate that a teacher is aware of the problem and has given permission for them to go to the sick room.

b. Children needing to stay in the sick room will be monitored at regular intervals.

c. The First Aid Officer will contact parents/caregiver or emergency contacts, to collect children who are too ill or injured to return to their classroom. It is considered inappropriate for a child to remain in the First Aid Room for longer than an hour without being attended to by a parent/caregiver or Medical Practitioner. Teachers will be advised if a child goes home.

d. Children must report to the First Aid Officer before leaving the sick room to return to their classroom. The “blue card” will be given to them to return to the teacher (if it was from their class teacher).

e. A record is made in duplicate of all children attending the Sick Bay, or receiving First Aid in The Pines, and each child is given the duplicate note to take home informing the parents of the reason and duration of the visit. In the case of the Pines Early Learning and Care Centre and OSHC, parents will be notified personally when children are collected at the end of the session.

2. Two other children must accompany a Junior Primary child sent to the sick room from their classroom. If the child is to stay in the sick room, the other two children will be sent back to their classroom immediately. When (if) the sick child is able to return to his/her classroom, a First Aid Officer will accompany him/her.

3. One other child only need accompany a Middle or Upper Primary child sent to the sick room from their classroom. If the child is to stay in the sick room, the other child will be sent back to his/her classroom immediately. When (if) the sick child is able to return to his/her classroom, the child may return on his/her own.
4. In the case of injuries, the class teacher, or teacher on duty if the injury occurs in the playground, is to make first assessment.
   a. Where possible for very slight scratches and grazes, the teacher can treat the child at the scene using antiseptic wipes and band aids from the yard duty or classroom first aid kits
   b. In the case of minor injuries requiring further help, send the child to the sick bay as per above instructions
   c. If the child needs adult assistance but can be moved take him/her to sickbay for primary treatment. A First Aid Officer will contact the parents

If injury is serious, assess whether the child should be moved or whether s/he should remain until qualified medical assistance is available. If other adult assistance is required, the teacher can either:

   a. Send two students to the Front Office with a “red card” to note an emergency situation, or a note for a clean-up or similar situation, or
   b. Phone the Front Office on an internal phone

In either case, a First Aid Officer will attend immediately. If no office back up is immediately available, the Front Office should be locked so that the necessary assistance can be provided. A First Aid Officer will then assist with any first aid or clean-up requirements and accompany the child to the sick room. Normal procedures for monitoring the child, contacting parents etc. will be handled by the First Aid Officer.

In the case of serious, life-threatening injury requiring immediate treatment:

- Call ambulance
- Check Emergency Medical Information Form. Information from this may need to be relayed to the Ambulance Service and to attending Ambulance Officers
- Notify a member of the Executive Leadership Team
- Call parents/caregivers or emergency contact
- If ambulance arrives before child's parent/caregiver, a staff member should accompany the child to hospital and remain until parents arrive

6. In addition to receiving first aid in the sick room, children may also obtain a change of clothes from the sick room if their own clothes become soiled or damaged and unwearable for the remainder of the day. The First Aid Officer will assist children with changing into clean clothes (if help is required), pack the soiled clothes into a plastic bag to be sent back with the child and accompany JP children back to their classrooms. The clothes lent to children are expected to be laundered by parents before returning them as soon as possible to the Front Office (a note will be sent home with the child to this effect as per example overpage). Two staff members will be present if students are assisted to change clothing. Parents may be called to assist students who are unable to change their own soiled clothes.

A BLUE CARD must always be used whenever a sick or injured child is sent to the Front Office: I HAVE BEEN SENT TO THE SICK BAY

A RED CARD must only be used in emergencies: HELP NEEDED

Each classroom must have an adequate number of these cards at all times. Each yard duty bag will also contain a number of these cards. Spare cards will be kept in the staff room near the Daily Bulletin folder and staff should take what they need whenever their classroom supplies run low.

St Peter’s Woodlands Grammar School Inc.

Your child required a change of clothes today. Could you please launder the borrowed items and return them to the Front Office as soon as possible. It is important that they are returned quickly so they may be used again for other emergency situations. Thank you
Accident Report Forms
When an injury occurs, this form is to be completed by the staff member who witnesses the accident, or to whom the accident is first reported. These forms are kept in the School until the student reaches the age of 18 years as actions for compensation can be lodged against the school at any time until then. The form is to be given to the Principal as soon as possible after the event. It will then be passed to the OHS & W Officer (The Business Manager).

Protocols for Administering First Aid
The following categories best describe the protocols at St Peter’s Woodlands.

Category A
If a child is brought to the First Aid areas, the First Aid Officers will decide on an appropriate course of action. The action taken by the First Aid Officer will be recorded in duplicate and a copy sent to parents.

Category B
Where a child has a short term need for medication, e.g. an antibiotic or cough medicine, the following should apply.

- The medicine must be provided either in the original bottle with the original instructions, or in a sealed container with appropriate written instructions, signed by the parent or medical practitioner.
- This medication must be kept stored securely in the first aid areas.
- When the medicine is administered, it must be recorded in the administration book and a duplicate copy sent to parents.

Category C
Children, who require ongoing medication, will need to have completed for them, by their doctor, a medical plan. This medic alert will require detailed instructions and also a photograph. These records will be kept in various parts of the school as described earlier in this document.

Children, who fit into this category, will often require medication on a regular basis, and this medicine will be kept securely in the first aid area. When administered, this will be recorded in the administration book. There is no requirement to tell parents each time this medicine is given.

Category D
This is for children who suffer a medic alert (e.g. children who suffer anaphylactic reactions to peanuts, or bee sting allergies, or asthma reaction). These children will also require a medical plan, with the medication kept at school. This medical plan and photograph will be displayed in appropriate places. If medicine is administered it will need to be recorded in the administration book. Parents will need to be notified if a medic alert has been enacted.

Category E
This refers to long term medication, which is self-administered. This covers children who, for example, are asthmatics, who self-administer their puffers. These plans need to be recorded on a medical plan, however it can be recorded that the children can self-administer. An emergency supply of their Ventolin or inhaler of whatever kind must be kept at school in a secure area.
Role of the Senior First Aid Officers

Both of the Senior First Aid Officers will:

- Ensure an emergency form/medical information form is completed for every child enrolled at St Peter’s Woodlands, The Pines Early Learning and Care Centre to Year 7 annually, with relevant information recorded on the School’s database by Friday of week one of term one or as new students arrive. **N.B. For children where there is no form by the stated deadline, the Principal must be informed.**
- Develop medical plans for each ‘at risk’ child, in consultation with parents.
- Coordinate the appropriate safe collection and storage of relevant medicines etc.
- NO ANALGESICS should be administered to a student.
- Develop medical alert sheets, plus photos, where appropriate, and display in appropriate places.
- Ensure that all responsible adults who work with children who have medical alert plans, e.g. teachers, volunteers, sports coaches, camp coordinators are aware of these plans.
- Ensure that all First Aid Kits are kept stocked with ‘in-date’ supplies, in appropriate areas, and always available at sporting events, excursions, camps etc.
- Ensure staff ‘burn bags’ are supplied and updated.
- Ensure first aid room stocks, supplies are up to date.
- Oversee cleanliness of first aid room.
- Keep colleague Senior First Officers informed.
- Ensure that class teachers are advised of First Aid action taken.
**OHS & W**

**Accident & Injury Report Form**

Name of person involved: ____________________________

Position: ____________________________

Address: ____________________________

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>/</th>
<th>Time of Incident:</th>
</tr>
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</table>

1. **NATURE OF MOST SEVERE INJURY** (or potential injury)
   - Fracture
   - Crushing
   - Dislocation
   - Amputation
   - Strain/Sprain
   - Laceration/Cut
   - Burn/Scald
   - Bite/Sting
   - Head Injury
   - Stress
   - Shoc
   - Dental Injury
   - Concussion
   - Overuse/RSI
   - Eye Injury

2. **PART OF BODY MOST SEVERELY INJURED** (or with potential for injury)
   - Head
   - Back
   - Collarbone
   - Trunk
   - Abdomen
   - Ear
   - Arm (Wrist, Elbow, Forearm)
   - Thigh, Knee, Ankle
   - Nose
   - Hand (Fingers, Thumb)
   - Foot
   - Ankle
   - Pelvis
   - Genitals
   - Buttocks
   - Leg (Hip, Thigh)
   - Multiple locations
   - Other (please specify)

3. **CAUSE OF ACCIDENT** (or possible cause of accident)
   - Slip/Fall
   - Hit by another person
   - Power Tool
   - Insect / Animal
   - Explosion
   - Electric Shock
   - Fire
   - Collapse of structure
   - Exposure to noise
   - Exposure to chemicals/substance (Liquid)
   - Exposure to chemicals/substance (Gas)
   - Exposure to chemicals/substance (Vapour)
   - Exposure to dust
   - Thermal exposure
   - Stress
   - Other

4. **PLACE INCIDENT OCCURRED**
   - Classroom
   - Laboratory
   - Workshop
   - Art Room
   - Office
   - Canteen
   - Toilet
   - Gymnasium
   - Sports Field
   - Play area
   - Playground
   - Path / Walkway
   - Step / Stair
   - Excursion
   - Camp
   - Travelling to / from school
   - Workplace
   - Library
   - Hallway / Corridor
   - Drama room
   - Music room
   - Photographic area
   - Other

5. **TREATMENT OF INJURY**
   - First aid (returned to class)
   - Medical / Dental treatment
   - Attended hospital (as out patient)
   - None required.
   - Admitted to hospital
   - Fatal
6. WILL THIS ACCIDENT RESULT IN A WORKERS COMPENSATION CLAIM?

1. Yes (Workers Compensation Forms require completion)  2. No  3. Not sure

7. PERSON ON DUTY

NAME: 
EMPLOYEE STATUS:

8. WITNESSES

<table>
<thead>
<tr>
<th>NAME</th>
<th>HOME ADDRESS</th>
<th>HOME TELEPHONE NO</th>
<th>AGE IN YEARS</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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9. DETAILS OF ACCIDENT / INCIDENT / INJURY

What was the activity at the time of the incident? *e.g*, Walking across the yard.

What happened? *e.g.*, Slipped on concrete.

10. SAFETY MEASURES

- Protective clothing
- Verbal Instructions
- Written Instructions
- Supervision
- Safety Guards
- N/A

11. ACTION TAKEN FOR INJURED PERSON'S WELFARE (Including attention given and by whom)

12. FACTORS CONTRIBUTING TO ACCIDENT

(Please describe)

<table>
<thead>
<tr>
<th>Hazardous Condition</th>
<th>Action taken to prevent re-occurrence</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>By whom?</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Location/Accessibility/Position of Equipment, Materials or Employee?</td>
<td>By Whom?</td>
<td>Date</td>
</tr>
<tr>
<td>Job Procedures?</td>
<td>By Whom?</td>
<td>Date</td>
</tr>
<tr>
<td>Hazard Assessment?</td>
<td>By Whom?</td>
<td>Date</td>
</tr>
<tr>
<td>Lack of Personal Protective or Emergency Equipment.</td>
<td>By Whom?</td>
<td>Date</td>
</tr>
<tr>
<td>Lack of Supervision or Management Systems.</td>
<td>By Whom?</td>
<td>Date</td>
</tr>
</tbody>
</table>

* This is a notifiable accident or occurrence. Was the Dept. of Labour notified within 24 hours? □

Noted By OHS&W Committee: ___________________________ (OHS & W Committee Chairperson)

Noted and Endorsed: ___________________________ (Principal)