Mary MacKillop Memorial School

“This is what God asks of you only this
To act justly,
To love tenderly,
And walk humbly with your God”

Micah 6:8

First Aid Policy
MISSION STATEMENT

At Mary MacKillop Memorial School we, the parents, students and staff are committed to continuing the vision of our founders, Mary MacKillop and Julian Tenison Woods. We value and endeavour to provide an education of excellence and care in a family environment, being accessible to all while upholding the Catholic tradition based on the philosophy “In Omnibus Caritas” … In all things love and kindness.

The Mary MacKillop Memorial School has a purpose built first aid room, which has a sink and a well stocked first aid cupboard, located in the Front Office with an access door near the Secretary’s desk. 

As Senior First Aid Officers, the ESOs, work part time, teaching staff will carry out the duties described in this document when required.

THE FOLLOWING PROCEDURES ARE FOLLOWED IN THE EVENT OF A CHILD REQUIRING FIRST AID:

- **Children** are sent to the office accompanied by another child with the laminated card from the teacher. In the event of more serious situation a teacher brings child to the office or sends an emergency card for additional assistance before moving the child.
- An Education Support Officer who has a Senior First Aid Certificate takes the child to the sick room and assesses the situation, in the absence of the ESO the principal or a member of staff will make the assessment.
- Student is treated accordingly and the following details are recorded:
  - Name of student.
  - Date
  - Time.
  - Illness or injury for which they are being treated.
  - The first aid that was administered is recorded in the first aid book and signed by the First Aid Officer.
  - Printed name and signature of the person administering first aid.
- Parents/Caregivers are contacted if the Senior First Aid Officer assesses that the child requires medical attention.
- The child’s teacher is informed if the student is going home or if they are having a prolonged stay in the first aid room.
FIRST AID DURING RECESS/LUNCH

• If a child requires first aid during recess or lunch the teachers on yard duty carry a first aid bag with supplies of equipment, if the injury requires something not in the first aid bag e.g. icepack the student/s are accompanied by another child goes to the office for treatment.
• If it is urgent or there are serious injuries, teacher sends a child to the office for the principal or the first aid office to come to the playground to give assistance.
• All bandaids that are distributed are kept on record in a booklet in the first aid bag.
• First Aid bags are regularly updated with necessary equipment for yard duty by the First Aid Officer.

FIRST AID FOR EXCURSIONS

• Teacher/s ensure that any prescribed medication for children is taken, along with a comprehensive first aid kit and the school mobile phone.
• Copy of medical forms for each student need to be taken for immediate access.

EMERGENCY SITUATIONS

• The Principal is informed and briefed about the incident.
• In the event of a situation being deemed a medical emergency the Senior First Aid Officer or Principal will instruct a staff member to call 000 to summon an ambulance.
• A staff member goes to the front of the school so the ambulance can quickly identify the location of the driveway. This person takes a mobile phone with them and on the way out of the school opens the front gate for ease of access.
• The Senior First Aid Officer will remain with the student at all times.
• Staff member on the Principal (or delegated staff member) contacts the parents/caregivers and assists with reception duties.
• A staff member monitors the area so that children are not put at risk with if the ambulance needs to drive on to the school playground. This is particularly relevant if the emergency occurs during a time when children are at recess or lunch. If deemed necessary the school bell is rung for the children to return to class.
• If the patient is in an area other than the first aid room, a mobile phone and an extensive medical kit is taken to the site.
• A photocopy of the child’s medical emergency form is given to the ambulance officers.
• The Senior First Aid Officer will accompany the child/person in the ambulance when a family member is not present to do so.
• If the child has other siblings at the school they are kept informed and reassured.
• A debrief is held with the Principal once the emergency has been dealt with and if required counselling is made available to staff concerned.
• Any major accidents/incidents are recorded in the Catholic Church Insurance School Accident Report Book. They are photocopied and sent to CCI.
• When a child/staff/parent sustains an injury at the worksite and is admitted to hospital a report will be documented by the Principal to Workplace Services.

STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS AND MANAGEMENT PLANS

• Students with significant medical conditions have details, along with a photograph displayed in the first aid room and Relief Teacher’s folders for each class.
• All staff have basic first aid training along with specific training to use the asthma puffers while on excursions.

ADMINISTRATION OF MEDICATION

• Senior First Aid Officer, or class teacher, monitors and assists students who have a medication management plan.
• Senior First Aid Officer, or class teacher, checks register daily and contacts students who have not received their daily medication after their prescribed time.

FIRST AID ROOM MAINTENANCE

• The first aid room chair, wiped with disinfectant weekly.
• Antiseptic hand wash is available.
• The designated Senior First Aid Officer completes monthly audits. Audit information is recorded and ensures that first aid stocks including yard duty first aid bags are replenished and not out of date.

STORAGE OF MEDICATION

• Student’s medication, other than asthma and diabetes, is kept in sealed containers and refrigerated if necessary. These are labelled and contain a permission form from the parents/caregivers regarding details on the child’s medical conditions.
• No medication is to be given to a student without a note signed by the parents and or doctor.
• All medication is to have a current label on it from the chemist.
APPENDIX

- SACCS AIDS (HIV) Policy.

Implementation 2004

Reviewed & Ratified by Mary MacKillop Memorial School Board on 09/09/08

Policy Review Date 2012