



# St. Mary's School Altona

## FIRST AID POLICY

### RATIONALE

St. Mary's Altona is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004.

The St. Mary's policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off school campus.

### PROCEDURES

At St. Mary's, staff are rostered on to assist students who come to the first-aid room. This is the priority rather than answering the phone or answering enquiries at the front office.

At the changeover, the new duty person must be made aware of anyone who is in the first-aid room. This is especially important at the end of recess and lunch.

Parents should not be contacted about a sick or injured child until it has been approved by the class teacher unless it is an emergency. All head injuries should be reported to parents.

### FIRST AID OFFICERS

St. Mary's has provided a contact intercom number for the following First Aid Officers required.

NAME	LOCATION	INTERCOM NUMBER
David	Principal's Office	241
Marg	Deputy's Office	242
Valda	Admin Office	220
Carolyn	Admin Office	240
Olive	Room 11 / POL Office	231 / 244
Nancy	Room 7 / POL Office	234 / 244
Cathy	POL Office	236

### FIRST AID OFFICER TRAINING:

St. Mary's has ensured that all school first aid officers have undergone recognised first aid training. St. Mary's maintains a registry of all first aid officers, listing first aid qualifications and renewal dates.

#### First Aid Training Register

Refer to "Register of Staff First Aid Training" document, which can be located in the red First Aid folder in the First Aid Room.

### FIRST AID EQUIPMENT AND FACILITIES:

#### First Aid Kits

St. Mary's has provided First Aid kits which are adequate for the number of staff and students at our school.

All classrooms have band aids and gloves.

### **First Aid Bags**

St. Mary's provides First Aid bum bags to be carried by staff on all yard duties and First Aid bags for all external excursions and camps.

### **First Aid Room**

St. Mary's has provided a First Aid Room in a designated area.

A First Aid Reference book and posters related to administering medication are displayed.

All student medication is stored in the First Aid Room unless otherwise specified.

A defibrillator is located in this room. Training has been provided.

St. Mary's school has allocated the following location as the designated First Aid Room or area.

<b>LOCATION</b>	<b>PHONE NUMBER</b>
First Aid Room – Building One	No Intercom Number

The school has assigned responsibility for the room to the listed designated first aid officer/s.

<b>NAME</b>	<b>INTERCOM NUMBER</b>
Valda Pedley	220
Carolyn McGuffie	240
Marg Masseni	242

### **First Aid Room Contents**

St Mary's has met the content requirements of the First Aid Room. The Administration Officers will ensure that the school has an appropriately stocked First Aid Room.

### **ADMINISTERING MEDICATION**

Staff are able to dispense medication by following the written instructions as per the Medication Policy.

An 'Oral Medication Authorisation Form' must be completed by parents / guardian before any medication can be given. Medication is stored in the First Aid Room and if required in a locked cupboard or fridge.

Staff are able to dispense medication by following written instructions as per Medication Policy:

<b>NAME</b>	<b>INTERCOM NUMBER</b>
David Kelly	241
Marg Masseni	242
Valda Pedley	220
Carolyn McGuffie	240

### **RECORDS**

St. Mary's has established a system for recording all information relevant to the first aid management of an illness or injury.

These are:

1. Incident / Accident Record Book for students and staff.
2. Injury / Illness slip copy sent home with student and a copy kept at school.

Staff who are on First Aid Duty are responsible for completing these forms.

All records are kept in the First Aid Room.

Staff are responsible for recording in the First Aid Register when they have taken and returned any medication from the First Aid Room that is required for students going on excursions. The Record Book is in the First Aid Room.

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Records of students who have Asthma and an Asthma Plan, Allergies, Illnesses or are Anaphylactic are kept in the First Aid Room and also given to all staff, Tuckshop staff and displayed in the school. Photographs of Anaphylactic students are also attached to the Yard Duty First Aid bum bags.

A record of students Epi-pen expiry date is kept in the First Aid Room. Deputy Principal and Administration Officers are responsible for notifying parents / guardian to renew Epi-pen. All staff are trained in the use of an Epi-pen (refer to our Anaphylaxis Policy).

### **Policy Review**

This Policy will be reviewed every two years to take account of any changed legislation, expectations or practices.

This policy was last ratified by St. Mary's staff in **JULY 2018**.