

# Student Wellbeing - First Aid Policies and Procedures

## First Aid

### The Hazard – First Aid

First aid is the immediate treatment or care given to a person suffering from an injury or illness and, in extreme cases, a quick first aid response could mean the difference between life and death.

In many cases first aid can reduce the severity of the injury or illness, as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.

### Sidrah Gardens School's Policy

Sidrah Gardens School has developed our first aid plan based upon the size, location and nature of our workplace, the number and composition of workers and students we have, the nature of the hazards we have identified through our OHS Program, and our assessment of our likely first aid requirements, which may include the treatment of cuts, bruises, loss of consciousness, sprains, strains, fractures, shock, burns, and cardiac arrest.

Our first aid plan is set out in detail in our Injury Management Program.

### DRSABCD Action Plan

In an emergency every second counts. The DRSABCD Action Plan is a seven step guide that will help save lives:

#### D check for DANGER:

To you;

To others; and

To the casualty.

#### R check for RESPONSE:

- Ask name or squeeze shoulders; and
- If there is a response, make the casualty comfortable, check them for injuries and monitor their response; or
- If there is no response, send for help.

#### SEND for help:

- Call Triple Zero (000) for an ambulance or ask another person to make the call.

#### A check AIRWAY:

- Open mouth - if foreign material is present place the casualty in recovery position and clear airway with fingers; and
- Open airway by tilting head with chin lift.

**B check for BREATHING:**

- Look, listen and feel; and
- Normal breathing - place in recovery position, monitor breathing, managing injuries and treat for shock; or
- Not normal breathing - start CPR.

**C give CPR:**

- If no signs of life (unconscious not breathing, not moving) - start CPR;
- CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by 2 breaths;
- Continue CPR until help arrives or casualty recovers.

**D apply a DEFIBRILLATOR (if available):**

- Follow voice prompts.

**Workers' Responsibility**

All workers are responsible to ensure that:

- They take reasonable care for their own health and safety;
- Comply with any reasonable instruction given to them relating to health and safety in the workplace; and
- Co-operate with and follow first aid procedures and report any injuries or illnesses.

**Implementation**

This policy is implemented through a combination of:

- Staff training and supervision;
- Maintenance of medical records;
- Appropriate signage;
- Effective incident notification procedures;
- Initiation of corrective actions where necessary; and
- Effective communication procedures with the student's parents/guardians.

**Discipline for Breach of Policy**

Where a person breaches this policy Sidrah Gardens School may take disciplinary action.

**Related Policies**

- Accident Management
- Allergy Awareness
- Anaphylactic Shock Management
- Asthma Management
- Bites and Stings
- Snakes
- Medical Records (Student) Policy
- Medication Administration Policy
- Seizures and Epilepsy Policy

## **Key References**

Safe Work Australia – Model Code of Practice - First Aid in the Workplace

### **First Aid Personnel**

According to the Victorian WorkSafe Compliance Code for First Aid in the Workplace there is no minimum or maximum number of first aid personnel required in a workplace. It is up to the employer to determine what are appropriate first aid facilities and how many suitably trained people are required. In doing so, employers need to consider:

- The size and layout of the workplace;
- The number and distribution of employees, including shift arrangements, overtime and flexible hours;
- The nature of the hazards and the severity of any risks;
- The location of the workplace; and
- Known occurrences of accidents or illnesses.

The Code suggests that any assessment will determine that at least one first aider is required.

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We have appointed the following individuals as first aid personnel:

Sidrah Gardens School maintain first aid kits in accordance with the following recommendations. First aid kits are checked after treatments and in any event on a regular basis to ensure that their content complies with relevant legal regulations.

### **First Aid Kit Recommendations**

The WorkSafe Victoria Compliance Code for First Aid in the Workplace provides the following guidelines.

#### **Required Kit Contents**

A basic first aid kit in the workplace needs to include:

- Emergency Services telephone numbers and addresses;
- Name and telephone number of workplace first aid personnel;

- Basic First Aid notes;
- Individually wrapped sterile adhesive dressing;
- Sterile eye pads (packet);
- Sterile covering for serious wounds;
- Resuscitation mask;
- Triangular bandages;
- Safety pins;
- Small sterile un-medicated wound dressing;
- Medium sterile un-medicated wound dressing;
- Large sterile un-medicated wound dressing;
- Non-allergenic tape;
- Rubber thread or crepe bandage;
- Tweezers;
- Scissors;
- Sterile saline solution;
- Disposable gloves;
- Plastic bags for disposal; and
- Suitable book for recording details of first aid provided.

The quantities of these items and contents of first aid kits which are required will depend on the individual workplace's requirements and the particular hazards present in the workplace. The Code of Practice suggests additional modules, such as eye modules, burn modules and remote areas modules where particular hazards are present.

### **First Aid Room**

#### **The first aid room is located in Building Area A.**

As Sidrah Gardens School will accommodate a combined total of 160 or more staff and students, it has a room set aside for staff or students who are ill or injured.

The room contains or has near access to the following:

- resuscitation mask
- work bench or dressing trolley
- cupboard for storing medicaments, dressings and linen
- a container for soiled dressing
- a sharps disposal system
- electric power points
- a couch with blankets and pillows
- signage indicating emergency telephone numbers
- signage indicating emergency first aid procedures
- a stretcher
- a first aid kit appropriate for the workplace.
- an upright chair, desk and telephone

Any student who becomes ill during the school day and unable to attend classes, should be sent, or report to the First Aid Room. They will be supervised in the First Aid Room until the student's parents/guardians arrive and can take their child home.