VALUES
Cleanliness, Community, Commitment, Compassion, Dignity, Mercy, Purposefulness, Witness

VIRTUES
Caring, Courage, Courtesy, Kindness, Love, Reliability, Respect, Responsibility, Service

REFLECTION MATERIAL
• St. John’s CPR Video
• CPR Wall posters
• Anaphylaxis Posters
• Asthma Awareness Posters

RATIONALE
Staff at Mt St Patrick Catholic Primary School as part of their general duty of care, are obligated to provide assistance to injured and sick students and other staff members. If a student/staff is sick or injured, the teacher must do everything possible to assist that person.

DEFINITION
‘First Aid’ is the initial administration of treatment in the case of accidents that may precede the involvement of a doctor or full medical care being obtained. Generally, the most highly trained available staff member should administer First Aid.

POLICY
Mt St Patrick Catholic Primary School (Principal & Staff) accepts that they have an obligation to deliver First Aid interventions in a timely manner to anyone injured in their care. The procedure for this is in accordance with the OH&S First Aid Regulation 2001.

FIRST AIDERS
QUALIFICATIONS
• 90% of staff will have CPR qualifications
• All teachers in high risk areas i.e. PDHPE will hold First Aid Certificates
• 2 staff accompanying MSPP sporting activities

RESPONSE PROCEDURES
• Staff member to alert closest first aider
• Follow procedures as per training or school specific protocols

EMERGENCY TELEPHONE NUMBERS
EMERGENCY 000
AMBULANCE 000
POISONS INFORMATION
HOSPITAL
MURWILLUMBAH POLICE
MEDICAL CLINIC –

FIRST AID KITS

<table>
<thead>
<tr>
<th>KIT</th>
<th>KIT TYPE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main School Kit</td>
<td>Type A</td>
<td>Sick Bay, Administration, Sports Room</td>
</tr>
<tr>
<td>Camp &amp; Excursion Kit</td>
<td>Type B</td>
<td>Sick Bay, while not in use</td>
</tr>
<tr>
<td>Asthma Kit</td>
<td></td>
<td>Sick Bay, Administration</td>
</tr>
</tbody>
</table>

In addition, special equipment required for children with special needs or for specific activities, e.g. ice packs for sport and special medication for students with specific medical complaints such as Asthma or Anaphylaxis. Teacher staff responsible for children with special needs or undertaking activities requiring particular additional items must ensure that appropriate equipment is available at all times.

First Aid Kit A, First Aid Kit B and First Aid Kit C refer to a specific first aid kit containing the following items in the quantity (if any) specified.

FIRST AID VARIOUS KIT CONTENTS

<table>
<thead>
<tr>
<th>Adhesive Plastic Dressing Strips, Sterile (Packet Of 50)</th>
<th>KIT A</th>
<th>KIT B</th>
<th>KIT C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Adhesive Dressing Tape, 2.5 Cm, 5 Cm</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Bags Plastic, For Amputated Parts:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Small</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
• First Aid Kit contents must be checked & restocked at the Start of each school term (A.P. Responsibility)
• Camp Kits need to be checked prior to leaving for camps or excursions (Teacher Responsibility)
• All staff accessing First Aid Kits must be aware of restocking needs (see ‘Kit Inclusions’) and contact the A.P. if additional supplies need to be purchased.

**FIRST AID ROOM AND CHECKING**

LOCATION
The First Aid room is located within the Administration Section
The School Sports Room is also equipped with a first aid kit and ice

SIGNAGE
The First Aid Room is signed/marketed as per AS 1319 White Cross on Green background

ACCESS
This room is readily accessible during working hours – it is not locked
Kits are clearly labelled and signed as per AS 1319 White Cross on Green Background

CHECKING
The First Aid Room is to be attended by trained first aider when persons are requiring First Aid
Monthly checking of Room, or more, if frequently used by the Assistant Principal
First Aid Kits checked each term by the Assistant Principal with
• List of contents present in quantities specified
• All used by dates have not expired
• Contents are neat and tidy, easily accessible
• Portable first aid kits to be checked and restocked after each use

**COMMUNITY RESPONSIBILITY**

EMPLOYER RESPONSIBILITIES
Legislative requirements for the first aid service are compiled with
Staff will be provided with the opportunity to obtain and maintain current First Aid and CPR qualifications
Particular hazards within the school are taken into account when equipping and staffing first aid service
Adequate equipment, facilities and supplies are provided as required for first aid service
Appropriate arrangements are made for the transportation of injured people
Appreciate arrangements will be made for sick or injured students to be collected by parent/care giver

EMPLOYEE RESPONSIBILITIES
All staff have a duty of care to ensure the well-being of all students
Staff are responsibility for cooperating with the giving and receiving of first aid
We have a responsibility to ensure, to the best of our abilities that the medical needs of all children are met
Staff are responsible for creating/maintaining safe environment where risks and dangers are minimised
Staff obtain and maintain current First Aid and CPR qualifications
Teachers should always model safe practices when dealing with injuries
Staff are responsible for informing parents/care givers of major injuries which occur at school

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<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium</td>
<td>2</td>
</tr>
<tr>
<td>Large</td>
<td>2</td>
</tr>
<tr>
<td>Dressings, Non-Adherent, Sterile, 7.5 cm X 7.5 cm</td>
<td>5</td>
</tr>
<tr>
<td>Eye Pad, Sterile</td>
<td>5</td>
</tr>
<tr>
<td>Gauze Bandages:</td>
<td></td>
</tr>
<tr>
<td>• 5 cm</td>
<td>3</td>
</tr>
<tr>
<td>• 10 cm</td>
<td>3</td>
</tr>
<tr>
<td>Gloves, Disposable, Single</td>
<td>10</td>
</tr>
<tr>
<td>Rescue Blanket, Silver Space</td>
<td>1</td>
</tr>
<tr>
<td>Safety Pins, Packets</td>
<td>1</td>
</tr>
<tr>
<td>Scissors, 12.5 cm, Blunt-Short Nosed</td>
<td>1</td>
</tr>
<tr>
<td>Splinter Forceps</td>
<td>1</td>
</tr>
<tr>
<td>Sterile Eye Wash Solution, 10 Ml Single Use Ampoule</td>
<td>12</td>
</tr>
<tr>
<td>Swabs, Prepacked, Antiseptic, Packs Of 10</td>
<td>1</td>
</tr>
<tr>
<td>Triangular Bandages, Minimum 90 cm</td>
<td>8</td>
</tr>
<tr>
<td>Wound Dressings, Sterile, Non-Medicated, Large</td>
<td>10</td>
</tr>
<tr>
<td>First Aid Pamphlet Approved By Work cover</td>
<td>1</td>
</tr>
<tr>
<td>Register Of Injuries</td>
<td>1</td>
</tr>
<tr>
<td>Optional – Sharps Container (Disposable)</td>
<td>1</td>
</tr>
</tbody>
</table>

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**FIRST AID KIT RE-STOCKING AND CHECKING**
COMMUNITY RESPONSIBILITY CONTINUED

STUDENT RESPONSIBILITIES
Students should be encouraged to become responsible for seeking adult assistance in meeting their medical needs by parents and teachers.
Students should be taught safe practices when seeking help for injured people.

PARENT RESPONSIBILITIES
Parents are responsible for informing the school of any contagious or infectious conditions or injuries that their child may have so that the school is able to take appropriate action.
Parents should always model safe practices when dealing with sickness or injuries.

HEAD LICE POLICY

Head lice are endemic on the Tweed Coast. Children who have head lice must be sent to the office immediately where they must wait for parents/care givers to take them home.

If head lice are regularly found in a specific class, the Principal should be advised and a note sent home to all parents of children in that class to take precautions or a note published in the newsletter about parental inspection and appropriate procedures.

Staff should not individually, formally inspect children’s hair for lice unless directed.

ASTHMA POLICY STATEMENT

The Principal and staff accept their responsibility to initiate treatment for children with Asthma in emergency situations to ease their distress and facilitate resumption of health where possible.
Mt St Patrick Catholic Primary School staff will ensure that Asthma treatment is administered in a manner that protects and assists both staff and children. The following guidelines and procedures must be adhered to by all staff and families to ensure the safety and health of students.

INFECTIOUS DISEASES & EXCLUSIONS POLICY STATEMENT

Mt St Patrick Catholic Primary School advises parents/guardians to keep unwell children at home.

A teacher sends students who are ill to the office and parents are contacted as soon as possible. We find that children who become ill at school find it quite distressing and need to go home to a comfortable, parenting environment. We have one only bed in sickbay and are not equipped to deal with sick children for any length of time.

Children with contagious/infectious illnesses should not attend school and we are guided by Health Department guidelines to safeguard the health of all members of our school community. In cases of head lice or impetigo (school sores) parents are contacted and students isolated until taken home for appropriate treatment and / or medication.

PRESCRIBED MEDICATION POLICY STATEMENT

Mt St Patrick Catholic Primary School staff will ensure that prescribed medication is administered in a manner that protects and assists both staff and children. The following procedures must be adhered to by all staff and families.

The effective implementation of this policy and its associated guidelines will ensure that:
- Parental written consent and requests will be obtained on all occasions.
• The request will be recently dated up to 14 days (unless it is a long-term regular medication e.g. Ritalin)
• A separate consent for every medication will be obtained
• Non-prescribed medications (such as Panadol, etc) will not administered by teachers on other persons on the school staff at any time to any enrolled student.

MEDICATION

Medication will ONLY be administered by the Administration Staff as follows:

RITALIN/DEXAMPHETAMINE – Parents must provide a letter from the doctor stating why the drug needs to be taken at school, the dosage and time to be taken, as well as a letter from you, the parent, giving the school's Office Administrator permission to administer the medication.

Details of this are recorded in a register and kept locked in the office.

ASPIRIN – This will not be administered unless prescribed by a Doctor. Procedure as per Ritalin/Dexamphetamine.

PRESCRIBED MEDICINES – Parents must provide the school with a letter giving the Office Administrator permission to administer the medication, together with the sticker/label from the chemist stating dosage and time to be given OR a letter from a parent including the time and the dosage, stating that these are instructions as per the chemist label.

Details of this are recorded in a register and kept locked in the office.

PAIN KILLERS/COUGH MIXTURES –These will not be administered unless they are accompanied by a letter from the parent requesting that they be administered, stating the dosage and the time it is to be given.

Details of this are recorded in a register and kept locked in the office.

PANADOL ELIXER – (School Supply) From time to time children complain of having a headache or pain. The situation is assessed by the child’s teacher and, if necessary, the child is sent to the office for further assessment. Parents are contacted by phone to discuss the situation. If parents cannot be contacted, suitable medication is given to the child where permission has been granted by a parent previously, on the appropriate permission slip. The child is then given a proforma to take home which details the time and dosage administered.


SUN SAFETY POLICY STATEMENT

Mt St Patrick Catholic Primary School is committed to the provision of workable and effective strategies to protect the physical well-being of students and staff that are exposed to ultraviolet radiation from the sun in the course of school activities.

The school will ensure that:
• All members of our community are aware of and actively support this policy
• The physical environment of the school offers protection from exposure to the sun for staff and students alike, where it is reasonably practicable to do so
• Outdoor activities are scheduled when exposure to the sun is least harmful, wherever possible
• Protective hats and clothing are worn by staff and students when deemed appropriate outdoors

A supply of an appropriate sunscreen lotion is maintained by the school

CONSULTATION PROCESS

CONSULTATION HAS OCCURRED WITH THE FOLLOWING PERSONNEL:

☐ Principal  ☑ Assistant Principal  ☐ RE Coordinator  ☐ RE Ministry
☐ Staff  ☑ Curriculum Coord  ☐ LCEO

RELATED POLICIES

OH&S Policy  First Aid Policy
Prescribed Medication Policy  Excursions and Camps Policy
Asthma Policy  Critical Incident Policy
Hazardous Substances Policy  Protective School Environment Policy

Year Adopted:  2007  Year to be revised:  2012  Area:  O H & S – First Aid