



# St Paul's Primary School

## First Aid Policies & Procedures

---

### **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.

### **St. Paul's Primary School's Policy**

St. Paul's Primary 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.

### **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.

## **S 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 St. Paul's Primary School may take disciplinary action.

## **Key References**

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

## **First Aid Kit**

St. Paul's Primary 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 Kits are located in the First Aid Room.

## **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 sick room is located next to the staff room & main offices.**

As St. Paul's Primary School will accommodate a combined total of 200 or more staff and students, it has a room set aside for staff or students who are ill or injured. This room should not be used for other purposes.

The room contains or has near access to the following:

- resuscitation mask
- work bench or dressing trolley
- cupboards 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
- basin with hot and cold running water

Developed: 2017

Ratified: 2018

Reviewed: