



EMMAUS
CHRISTIAN SCHOOL CANBERRA

WH&S Policy 4-2

First Aid

Approved
March 2017

Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instill in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

WH&S Policy 4-2

First Aid Policy

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| Prepared by | ECS WH&S Committee |
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| 1.0 | October 2016 | Prepared by W.Morris from CEN document |
| 1.1 | March 2017 | Update from review |
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Related Documents:

WHS Policy suite:

1-1 Work Health & Safety

1-2 Document Control

2 Training & Communication

3-1 Managing WHS Risks

3-2 Off-Campus Education

3-3 Maintaining Buildings & Facilities

3-4 Hazardous Substances

3-5 Manual Handling

3-6 Student Medications

4-1 Reporting & Investigating Incidents

4-2 First Aid

4-3 Critical Incidents

4-6 Return to Work

4-5 Significant Medical Needs

5-1 Anti-Discrimination

5-2 Anti-Bullying, Workplace

5-3 Sexual Harassment

Relevant Legislation

Work Health and Safety Act 2011 (ACT)

Work Health and Safety Regulation 2011 (ACT)

1 INTRODUCTION

The school seeks to ensure that it is well equipped and resourced to competently administer First Aid when required by students, staff or visitors to the site; and to rapidly assess when further medical assistance is required.

2 CHRISTIAN RATIONALE

Providing care to the sick and injured is an expression of unselfish hospitality that Jesus commended in the story of the good Samaritan. It is a demonstration of Christian love that responds simply to a person’s need with kindness and mercy. *“Which of these three do you think was a neighbour to the man who fell into the hands of robbers?” The expert in the law replied, “The one who had mercy on him.” Jesus told him, “Go and do likewise.”* Luke 10:36-37

The administration of First Aid at Emmaus Christian School is an important example to students of service that reflects the qualities and attitudes that characterise leaders of godly character, who seek to serve out of love for Jesus and the people that He loves.

3 PURPOSE OF THIS DOCUMENT

This document sets out the policy and procedures of Emmaus Christian School (“the School”) in relation to the provision of first aid services in the workplace adequate to deal with possible injuries or illnesses.

It covers all ECS workplaces, covering both on-campus and off-campus education activities.

4 WHO MUST COMPLY

| Responsibilities | Evidence of Compliance |
|--|--|
| Business Manager | |
| Ensure adequate First Aid kits are provided and maintained ready for use; and any other first aid facilities or equipment required | Evacuation map & First Aid stations; First Aid kit contents list |
| Ensure First Aid training for staff | List of First Aid trained staff |
| Executive | |
| Determine the number and location of first aid kits for the campus and for off-campus activities | Evacuation map & First Aid stations |
| Business Manager | |
| Organise schedule for staff training | List of First Aid trained staff |
| Staff Trained in First Aid | |
| Keep qualifications up to date | Evacuation map & First Aid stations |
| Administer First Aid as required | Incident reports |
| Organising Teacher | |
| Include a First Aid kit with all off-campus activities | Excursion planning form |
| Include injector pens for any student with acute allergic reactions | First Aid kit contents |

5 DEFINITIONS

Organising Teacher:

- The staff member running an on-campus or off-campus activity.

6 POLICY

- (a) First Aid kits shall be available in a number of locations across the campus so they are readily accessible. In Science lab, Food Technology and Woodwork rooms.
- (b) Portable First Aid kits shall be maintained for off-campus activities.
- (c) First Aid kits shall be maintained fully stocked and up-to-date.
- (d) Epipens shall be available at school, and for off-campus activities.
- (e) Staff shall be encouraged to maintain current First Aid certificates.
- (f) Adequate barrier precautions and cleaning methods shall be used by staff dealing with bodily fluids.
- (g) Minor pain relief medication (paracetamol) shall be administered as agreed by parents.

7 PROCEDURES

7.1 Referring Students for First Aid

- (a) When a student complains of illness or injury, the class teacher or teacher on duty shall provide a note indicating the problem for the student to take to the Front Office for assessment. (Notes saved in the Front Office photocopier)
- (b) A student should not present for First Aid without authorisation from a teacher, except in significant cases of injury or illness.
- (c) The administration of First Aid is recorded in the electronic Student Management System.

7.2 Minor Pain Relief

Paracetamol shall be administered to students following the dosage instructions on the manufacturer's packaging, and in accordance with instructions from parents.

- (a) **Students in years Kinder-6**

Parents shall be contacted each time for permission to administer paracetamol to students in these years.

(b) Students in years 7-12

High school students shall be given the recommended or previously advised dose of paracetamol, if prior permission has been received from parents in writing, without further parental permission being sought.

If the parents have not given permission for the administration of paracetamol to their child, they will be contacted by the school.

(c) Repeated Requests

If a student requests Panadol more frequently than three (3) times in a week, or as a recurring pattern, without prior arrangement of the parents with the school (Student Medication Policy), the parents shall be contacted to pursue the cause.

7.3 Dealing With an Incident

- (a) Staff with First Aid training will provide first aid promptly when necessary.
- (b) Where the treatment exceeds the first aid provider's competence, arrange referral to medical services.
- (c) Significant injuries require the completion of an incident report.
- (d) An ambulance shall be called for injuries involving fractures or serious sprains, head trauma, injuries to spine or neck, severe allergic reactions or other life-threatening conditions.

7.4 First Aid Kits

- (a) All first aid kits will be checked regularly to confirm that:
 - The contents match the list—all required items are present; no unauthorised items are included (see First Aid Kit Contents list – Office/ First Aid & Medical file)
 - All items are in good order and fit to use
 - All items with 'use by' dates are current
 - An EpiPen will be included in each kit taken off-site
- (b) First Aid kits must be signed out when they are taken for off-campus activities, using the form in the First Aid room. Upon return, the form must be completed to indicate what was used, for re-stocking.

7.5 Other First Aid Facilities and Equipment

The Principal and Business Manager will determine any other first aid facilities or equipment required for the school campus, or for use on overnight off-campus activities, in order to deal well with any incidents, accidents or emergencies.

7.6 Auto-Injector Pens

Where students with allergies could require EpiPen (or equivalent) auto-injectors, each affected student's parents will be asked to supply ECS with an auto-injector pen, which will be labelled with the student's name and placed in a draw clearly labelled in the school reception area for ready access should it be required.

When one of the affected students takes part in an overnight off-campus activity, the Organising Teacher will ensure the student's auto-injector pen is packed with the first aid kit for the activity.

The Business Manager will make sure staff are advised where auto-injector pens are kept as part of WHS communication at the start of each school year.

7.7 Bodily Fluids

- (a) Where First Aid treatment might involve the staff member coming into contact with bodily fluids, adequate barrier precautions must be used. E.g. disposable gloves.
- (b) Where cleaning is required for bodily fluids, adequate barrier precautions must be used by the staff member; and hard surfaces cleaned thoroughly with disinfectant or bleach.

7.8 First Aid Training

The Business Manager, in consultation with the Principal, the Executive and any outside expertise that may be required, will determine the numbers of staff required to have first aid training. All staff shall be encouraged to complete and maintain their First Aid certificate currency.

The Business Manager will keep a register of trained first aid personnel, including the currency of their training.