

## St Gerards School First Aid, Sick or Injured children and Notification Procedure



Commitment  
Compassion

If you remain in me and my words remain in you, ask whatever you wish, and it will be done for you.

John 15:7

Purpose of Procedure	Legislation reference	Guidelines to be followed	Delegations
<p><i>The BOT must ensure that adequate first aid is provided for the workplace and that workers have access to the equipment and facilities to administer first aid.</i></p> <p><i>The BOT must ensure that an adequate number of workers are trained to administer first aid.</i></p> <p><i>The BOT must ensure that any injury or illness is managed effectively and appropriately and that notifiable injuries or illnesses</i></p>	<p>Health and Safety at work Act 2015</p>	<ul style="list-style-type: none"> <li>• Any injury that requires staff attention will be recorded in the school medical register held in the first aid room.</li> <li>• If it is from an identified hazard or is a new hazard, it will be recorded on the hazard identification Google doc by the Principal. ( An H will be placed in the incident book for the principal to take note of)</li> <li>• In case of emergency an Ambulance is called first, then parents.</li> <li>• All head injuries are reported immediately to child’s parent.</li> <li>• Our designated first aider – Office Administrator</li> <li>• Over a 2-year period all staff will have a current First Aid certificate.</li> <li>• The Office Administrator will ensure equipment is available for the administering of first aid at school. It is kept in the first aid room.</li> <li>• First Aid kits are to have contents checked each term by designated first aider.</li> <li>• 2 comprehensive first aid back packs are available for EOTC events. They are stored in the first aid room.</li> <li>• All students identified, by parents, as having an health condition will be recorded on the health ID form and a hard copy is placed in the inside door of the first aid cupboard</li> </ul> <p><b>DEALING WITH SICK OR INJURED CHILDREN &amp; ACCIDENT NOTIFICATION</b></p> <ul style="list-style-type: none"> <li>• The staff will make every effort to contact parents or emergency contacts of sick or injured children.</li> </ul>	<p>All staff</p> <p>Principal</p> <p>Staff</p> <p>Principal</p> <p>Office administrator</p> <p>Office administrator</p> <p>All staff</p>

<p><i>are reported within the legally required timeframe.</i></p>	<p>Section 25 HSWA</p>	<ul style="list-style-type: none"> <li>• Emergency contacts are available on Assembly SMS and in hard copy in the office.</li> <li>• Parents must remember to keep contact details updated, an annual request will be sent home at the beginning of each school year.</li> <li>• If it is deemed an emergency, an ambulance will be called and the child accompanied to hospital by a staff member.</li> </ul> <p>Any injury or illness deemed as notifiable must be reported to Worksafe as soon as possible or in writing within 7 days. ( see checklist- injury or incident procedure attached) pg 68 MOE Health and Safety at Work Act 2016 and Record of injury/ Notifiable event pg 72 ( attached)</p>	<p>Office administrator</p> <p>Parents/ office administrator</p>
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Reviewed May 2019

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