ACCMP Procedures

First Aid

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1. Student Admission

i. In normal circumstances, all students in attendance during learning session time, should have the written permission of their class teacher to be at the First Aid Room.

ii. A 'Patients only' policy exists.

iii. Inform a member of the Senior Leadership Team, or School Counsellor, if a student on seeking medical attention is on the High Risk Register.

iv. The First Aid Officer on Duty must be 100% certain of the name and grade of the student they are treating prior to treatment.

2. Student Treatment

i. In general, the decision as to whether a student remains at school, or goes home, should be made by the First Aid Officer on Duty within 5 minutes of student presentation for assistance or the Officer reaching the scene.

ii. Communication with parents/guardians should occur within 5 minutes of a serious circumstance, 30 minutes with non-urgent cases. The First Aid Officer on Duty is responsible for communication with parents. The parent authorised Emergency Contact details can be used only if it is clear the parents are clearly unavailable for contact at that time.

iii. Gloves must be used for all blood or saliva treatments.

iv. Any treatment of a student, including condition updates, should be recorded promptly, by the First Aid Officer on Duty in the student’s file on the Medical Module of the administration database.

v. Medication must only be given with parent current permission and according to the written instructions located on the outside of medication packaging. Frequency of medication must be promptly recorded by the First Aid Officer on Duty in the student’s file on the Medical Module of the administration database.

vi. An Incident Report Form, or Accident Report Form should be completed as necessary.

vii. In the event of an ambulance being required –

   a. The First Aid Officer on Duty must remain with the patient and personally:
      • ensure contact with ambulance
      • phone alert the Principal or Deputy Principal

   b. The First Aid Officer on Duty will delegate by a call to Administration staff:
      • notification to the student’s parents
      • an alert to Administration Manager or delegated staff member re ambulance parking/meeting arrangements
• the printing from QuickSchools of the student’s Medical Details in order to facilitate medical authorities with appropriate information and contact details.

3. First Aid Staff

i. Only staff with current credentials regarding First Aid and Resuscitation training are authorised to administer First Aid in relation to any personnel on the ACCMP Campus.

ii. Staff active in the First Aid Room, or administering First Aid elsewhere on campus must be thoroughly conversant with, and consistently maintain Safe Work Australia Standard Precautions for Infection Control.

iii. At all times, signage must correctly indicate the First Aid Officer on Duty.

iv. If more than 2 students are requiring attention, a trained back-up First Aid person should be called into help.

v. If more than one high demand student is requiring help, back-up support should be sought.

4. Caution

• The First Aid Cupboard should be left locked at all times.
• Attending First Aid Staff should visually check the First Aid Room for potential items able to be used for self-harm on every entry and exit.
  There should be no student accessible glass
• item in the First Aid Room.
• The floor must be kept clear at all times.
• The sink must be kept clean at all times
• Lost property should not be placed in the First Aid Room.
• Students in the First Aid Room should access to telephones only with the explicit consent of the First Aid Officer on Duty.

5. Treatment of people other than students

Employees

i. ACCMP is committed to the workplace support of the safety and welfare of all employees.

ii. By accepting employment at ACCMP, employees give permission that should they require onsite urgent First Aid assistance in an emergency, ACCMP First Aid trained staff may institute interim First Aid support until further emergency medical attention is present (e.g. ambulance, doctor).

iii. To accommodate any need for emergency contact to a staff member’s next of kin, ACCMP will maintain an electronic listing of nominated person’s on the Principal’s drive. Password protected, this will be accessible only to
the Principal, Deputy Principal, Principal’s Personal Assistant and any senior staff member delegated as Acting Principal/Deputy Principal.

iv. ACCMP employees should promptly access initial First Aid treatment for any injury sustained in the workplace. Documentation must be completed at the direction of the First Aid Officer on Duty.

v. If approached for treatment other than very minor First Aid assistance (e.g. Band-Aid), the First Aid Officer on Duty is required to direct employees to seek external medical assistance.

vi. The First Aid Officer on Duty will promptly document on restricted access google.doc (First Aid – Staff – Record of Minor Treatment) any treatment given to employees.

vii. Employees who may require Epi-pen assistance for allergies are required to equip themselves appropriately while at any school related activity. In case an emergency occurs and ACCMP First Aid treatment is immediately required, Epi-pen holders on staff are encouraged to privately alert the ACCMP First Aid Duty Supervisor that they carry such an item should emergency assistance be required.

6. Personnel other than students or employees

i. ACCMP seeks to support the safety and welfare of all personnel onsite.

ii. An ACCMP First Aid Officer is always on duty during school hours and is delegated (within the Event Management Planning stage for the activity) to each out-of-hours event.

iii. Should they require onsite urgent First Aid assistance in an emergency, ACCMP First Aid staff may institute interim First Aid support until trained medical attention is present (e.g. ambulance, doctor).

iv. The First Aid Officer on Duty will record details of any treatment given to such personnel on an ACCMP Accident Form. Be aware an insurance claim may be a part of this process.