



Catholic Schools Office Diocese of Lismore

FIRST AID STANDARD OPERATING PROCEDURE

| | |
|-------------------------------|---|
| SOP Number: | FASOP01:04 |
| Status: | Ratified |
| Date Issued: | November 2016 |
| Evaluation and Review: | November 2018 |
| SOP Contact Officer: | WHS Officer - School Resources Services |
| Related Documentation: | Catholic Education in the Diocese of Lismore Foundational Values for Catholic Identity and Mission Administering Medications Standard Operating Procedure Child Protection Policy and Procedures Work Health and Safety Policy and Standard Operating Procedure |

RATIONALE

All staff in schools share a special duty of care to provide a secure and safe environment for students.

Schools are required to have appropriate first aid facilities that are adequate for the immediate treatment of injuries and illnesses; this includes having suitably trained staff available.

All staff have a duty of care to provide assistance if a person requires immediate attention and no staff member trained in first aid is available.

Staff are to use common sense which dictates that in an emergency, while they should not act beyond their capabilities and qualifications, they are expected to do what they can to prevent the condition worsening while awaiting medical services.

SCOPE

This Standard Operating Procedure applies to all staff in Catholic schools under the administration of the Catholic Schools Office, Diocese of Lismore.

1. IMPLEMENTATION

1.1 Each school is to provide a designated First Aid room or sick bay that meets the following criteria:

- I. The sick bay is required to provide a level of reasonable privacy for students while not impeding supervision by staff;
- II. The facilities in the sick bay should reflect the size of the school;
- III. The sick bay requires a lockable cupboard to store first aid kits and student medication;
- IV. The sick bay is the ideal place to display the photo and details of any students with allergies or significant health issues; and
- V. Any medication should only be administered in accordance with the CSO Administration of Medication SOP.

1.2 A procedure is required detailing the staff member responsible for:

- I. Supervision of the room or area;
- II. Keeping the room stocked;
- III. What equipment or stock is required in the room;
- IV. How often it is checked and re orders made; and
- V. Number of First Aid kits required. (First Aid Kits must be placed in areas of increased risk of injury, including but not limited to, gyms, canteens, VET/ TAS areas, maintenance sheds, science labs as well as the sick bay and have portable kits for excursions. Australian Standard signage is also required for locations of the kits).

2. TRAINING

- 2.1 Staff given the responsibility to administer First Aid must be trained to do so.
- 2.2 The number of staff required to undertake First Aid Training is to be determined by the school principal, considering the number of students in the school, the number of staff, the availability of first aiders on school excursions and camps, sporting requirements and any other factors.

3. ANAPHYLAXIS

- 3.1 It is a mandatory requirement for all permanent, temporary and casual school based employees to complete an Anaphylaxis e-learning module. This training is required to be completed every year.
- 3.2 Each school is also required to arrange face to face training every two years. This training should be completed by a significant proportion of staff. This training can be arranged through the schools' local area health or community nurse.

4. OTHER CONDITIONS

- 4.1 Should training be required for specific conditions, such as epilepsy etc, training should be provided through the local area health, Community Nurse and /or specialist associations.
- 4.2 Schools should retain training records.

5. SAFETYNET

Schools should record any significant injuries to students on Safetynet (intranet).

VERSION HISTORY

| Version | Approval Date | Authorised By | Notes |
|----------------|----------------------|--|---------------------|
| 1 | November 2016 | Assistant Director – School Resources Services | Originally released |