

First Aid and Infection Prevention and Control Procedure

Purpose

The purpose of this procedure is to identify first aid requirements and implement appropriate arrangements to ensure all injured persons including students are provided with immediate and adequate treatment of injury and illness at Monivae College.

Scope

This procedure applies to all staff and students at Monivae College.

Legislative Context

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)
- AS 4031: Non-reusable containers for the collection of sharp medical items used in health care areas
- WorkSafe Compliance Code – First Aid in the Workplace
- The Blue Book- Guidelines for the Control of Infectious Diseases, Department of Health Victoria

Definitions

A complete list of definitions relevant to this procedure is contained within the Occupational Health and Safety Policy.

Actions

This procedure should be read in conjunction with the relevant student health policies for guidance on students with specific medical conditions, infectious diseases (exclusion from school) and blood-borne viruses including hepatitis and HIV.

First Aid Risk Assessment

The Principal will assess the first aid requirements of the workplace by completing a First Aid Risk Assessment in consultation with the Health and Safety Committee (HSC) and/or the Health and Safety Representative(s). The assessment should include:

- size and layout of the workplace premises
- high risk areas (Technology, Home Economics, Science)
- number of buildings including any portables if applicable
- the number of employees and students in the workplace
- the nature of hazards
- the previous accidents/incidents and injuries
- the nature and location of school excursions and camps
- school leased/owned vehicles

- location of the site (i.e. proximity to medical facilities).

First Aid Training

The Principal will ensure the School has sufficient staff with appropriate levels of first aid training to meet the needs of the school community. The Principal will ensure the relevant staff have completed recognised first aid training that meets the requirements of Provide First Aid - HLTAID003 and complete an annual refresher for Cardiopulmonary Resuscitation (CPR) - HLTAID001.

Staff that are trained in First Aid are to implement controls specified in the Cleaning and Handling of Blood and Body Fluids Safe Work Procedure.

Records of first aid training are to be kept and maintained as per the requirements of the OHS Induction and Training Procedure.

First Aid Room / Sick Bay

Where possible, schools should have a first aid room(s) and it should be located so as to be accessible to injured persons. It should be well-lit, ventilated and clearly identified with appropriate signage.

Schools without a first aid room should provide a first aid area (sick bay) for ill or injured people to rest in. Sickbays should meet as many as possible of the minimum requirements for first aid rooms. Monivae College has 2 sick bays.

The First Aid Summary Sheet or Emergency Management Contact Details Sheet must be completed and should include the details of the current First Aid Staff that are appropriately trained and be displayed in the first aid room/sickbay (in close proximity to First Aid Kits) and on the OHS Notice Board.

Monivae College's sick bays are located at the East end of the Ground Floor in the Main Building past the Administration offices.

Minimum First Aid Room/Sick Bay Requirements

The following items are minimum requirements when establishing a first aid room:

- Personal Protective Equipment
- Resuscitation mask
- Biohazard Waste Container
- Storage cupboards
- Access to Hot and Cold Water
- First Aid Summary Sheet or Emergency Management Contact Details Sheet clearly displayed
- First aid kit appropriate for the workplace
- Blankets and pillows
- An upright chair
- Access to a telephone
- List of emergency telephone numbers

First Aid Kits

The Principal is required to determine the appropriate contents of the workplace first aid kits in consultation with Health and Safety Representatives and employees. First aid kits should meet the first aid requirements of individual schools. This includes the number of first aid kits and their contents as identified in the First Aid Risk Assessment.

Regular inspections of first aid facilities, including a review of the first aid kits on site, are to be scheduled each term and conducted using the First Aid Kit Contents Checklist. The appropriate staff member should also ensure that first aid kit contents are restocked and contents within date, as required.

The School will maintain:

Type of Kit	Storage Location
Major First Aid Kit	Sick Bays
Portable First Aid Kit/s to be used for excursions, camps, or yard duty	Sick Bays

The school receptionist is responsible for maintaining all first aid kits.

Care For Ill Students

Students and staff who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First Aid Management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student or staff member:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, the School will notify parents/carers by contacting them either by phone call or email.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student or staff member the School will:
 - record the incident
 - if first aid was administered in a medical emergency, report the incident via CEVN.
 - Notify WorkSafe where the incident is classified as a notifiable incident.

In accordance with guidance from the Department of Education and Training and CECV, analgesics, including paracetamol and aspirin, will not be provided as a standard or emergency first aid treatment. This is because they can mask signs of serious illness or injury.

Recording the Administration of First Aid Treatment and Incidents

When first aid treatment has been administered to a staff member or student the incident is to be reported on the Injury Report Form and submitted via email to ohs@monivae.vic.edu.au. All incidents reported as a result of suspected/actual infection should be reported and investigated.

When relevant, counselling should be offered to affected employees through the Schools Employee Assistance Program, ACCESS.

Automatic External Defibrillators

Automatic External Defibrillators (AED) are not normally required in first aid kits or first aid room supplies. Schools may determine that an AED be included as part of the first aid provision, particularly where the First Aid Risk Assessment indicates circumstances where life-threatening injuries could result and timely access to emergency services cannot be assured. Prospective AED operators should be trained in their correct use.

As a guide, refresher training is required every twelve months. AED function, batteries and pads should be checked monthly and after each use.

Dispensing Medication

The Principal should ensure that a Medication Administration Authority Form for all medication to be administered by the school has been obtained and checked to ensure it has been completed by a medical practitioner or by a parent/guardian, as agreed by the parent(s) and Principal. Employees may administer medication to students as required and as directed by the Principal. Analgesics, such as aspirin and paracetamol are stored securely on the premises and will be dispensed to students only where written permission is held by the students parents/carers. A record of administration is kept by the school. Employees are responsible for carrying and dispensing their own medication (prescribed or over the counter).

Where medication is required in spontaneous situations, detailed administration instructions should be provided (e.g. asthma attacks).

A medication log or equivalent official medications register should be used by the person administering the medication.

Further information can be found in the Medication Administration Procedure.

Infection and Prevention Control

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to:

- cover cuts and abrasions with water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids
- wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes

- wear a mask, eye protection and a gown where there is a risk of splashing blood or other body fluids
- remove any broken glass or sharp material with forceps or tongs and place in sharps container
- wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

COVID-19 Infection and Prevention Control

To prevent the spread of COVID-19 staff must:

- Clean your hands often. Use soap and water, or an alcohol-based hand rub.
- Maintain a safe distance from anyone who is coughing or sneezing.
- Wear a mask when physical distancing is not possible.
- Don't touch your eyes, nose or mouth.
- Cover your nose and mouth with your bent elbow or a tissue when you cough or sneeze.
- Stay home if you feel unwell.
- If you have a fever, cough and difficulty breathing, seek medical attention.

Further information can be found in the COVID-19 Infection Prevention and Control Procedure.

Cleaning and Sanitising

Where a blood/biological spill has occurred, the following must be adhered to:

- isolate the area where the incident occurred;
- clean up blood and other body fluids spills with disposable paper towels/tissues or by using a Biohazard Spill Kit (if available);
- use hospital grade disinfectant (use 5ml of bleach to 500ml of water) to sanitise the area;
- dry the area with disposable paper towels/tissues after clean-up (as wet areas attract contaminants);
- where a spill occurs on carpet, shampoo as soon as possible. Do not use disinfectant. Steam cleaning may be used instead; and
- Items such as scissors and tweezers are to be cleaned and disinfected/sterilized after use.

Disposal of Contaminated Waste

Contaminated waste (e.g. dressings, wipes, cleaning cloths, nappies, human tissue, and blood and laboratory waste) should be disposed of in:

- appropriate biohazard waste containers/bags; or
- in the general waste in suitably labelled bags (bags are to be double bagged); or
- sanitary waste bins.

Sharps should be disposed of in a sharps container. All sharps containers must be compliant with AS 4031.

Medical Information and Confidentiality

Monivae College ensures the privacy of information is maintained as set out in the School's Privacy Policy.

Hepatitis

Controls specifically related to hepatitis can be found in the Guidelines for Hepatitis.

Asthma

Controls specifically related to asthma can be found in the Asthma Policy

Allergic Reactions / Anaphylaxis

Controls specifically related to allergic reactions and anaphylaxis can be found in the Anaphylaxis Policy

Checklist

The Principal is responsible for ensuring the following tasks have been completed:

Tasks/Actions	Completed
First Aid Risk Assessment has been conducted.	<input type="checkbox"/>
A First Aid Summary Sheet has been displayed in the Sick Bay Rooms, near First Aid Kits and on the OHS Notice Board.	<input type="checkbox"/>
Minimum First Aid Room requirements have been met.	<input type="checkbox"/>
First Aid Kits have been stocked and inspected and are within date.	<input type="checkbox"/>

Supporting Documents

- Occupational Health and Safety Policy
- Student Care and Health Policy
- Cleaning and Handling of Blood and Bodily Fluids Safe Work Procedure
- First Aid Summary Sheet
- Guidelines for Hepatitis
- Guidelines for the Purchase and Use of Automated External Defibrillators
- OHS Induction and Training Procedure
- First Aid Kit Contents Checklist
- First Aid Risk Assessment

Responsibility

Approval Authority	Policy Sponsor	Administration
Responsible for monitoring the implementation, outcomes and scheduled review of this policy	Responsible for maintaining the content of this policy as delegated by the Approval Authority	Responsible for the administration support for the maintenance of this policy as directed by the Policy Sponsor
Principal	Business Manager and/or delegate	Compliance and Risk Manager

Promulgation

This policy will be communicated throughout the school community in the form of:

- policies section of the school website;
- policy library section of the school intranet; and
- distribution of email to all staff.

Implementation

This policy will be implemented throughout School via:

- policy library section of the school intranet;
- staff briefing session; and
- training sessions.