



MINARAH
RABBI ZIDNI ILMA

First Aid Policy

February 2024

Purpose

This Policy outlines the first aid processes at Minarah College. This Policy explores the processes put in place to protect pupils and to provide a secure environment with robust systems to ensure the safe and healthy development of all our students within Minarah.

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| Date of next review: | February 2025 | Owner: | Principal/s |
| Type of policy: | State-wide (DoE) Tailored by school | Approval: | School Board |
| Key contract email: | principal@minarah.nsw.edu.au | Key Contact Number: | 02 8783 9188 |

Positioning Within Minarah Operational Model

| Component | Element |
|---|---------|
| <input type="checkbox"/> Strategic Leadership and Planning | |
| <input checked="" type="checkbox"/> Monitoring, Reporting and Data | |
| <input checked="" type="checkbox"/> Governance and Accountabilities | |
| <input type="checkbox"/> Teaching and Learning | |
| <input checked="" type="checkbox"/> Culture, Ethos and Wellbeing | |
| <input type="checkbox"/> Curriculum and Assessment | |
| <input type="checkbox"/> Pathways and Enrichment | |
| <input type="checkbox"/> Parents and Community | |
| <input type="checkbox"/> Finance, IT & Estates | |
| <input checked="" type="checkbox"/> Our People | |

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1.0 Rationale

First Aid is the initial administration of treatment in the case of accidents, which may proceed to the involvement of a doctor or full medical care being obtained. Generally, First Aid should be administered by the most highly skilled available staff member.

Staffs, as part of their general duty of care, are obligated to provide assistance to injured and sick students. If a student is sick or injured, the staff member must do everything possible to assist that student.

If a teacher has doubts about his/her ability to perform First Aid, then he/she should not delay in seeking more competent medical assistance from administration.

Where an ambulance is required the Administration Office should be contacted immediately. If on excursion the teachers should directly call the ambulance.

Under the Work, Health and Safety regulations, all places of work are required to have and maintain First Aid kits that are readily accessible. The Regulations specify what the First Aid kits should contain and where they are located. Administration staffs are in charge of the kit and its contents. This is located in the front office with smaller transportable kits available to take on excursions or sports events.

Staff and students should be reminded of the usual precautions in relation to dealing with blood and other body fluids. This means wearing a hand glove when rendering First Aid.

All cases of external bleeding should be dealt with carefully as viruses can be readily passed on to another person.

2.0 Precautions

The following precautions are necessary for each person(s) rendering First Aid:

- Disposable hand gloves should always be used.
- Avoid contact with blood if hands or lower arms have open cuts or unhealed wounds.
- Using liquid soap and water thoroughly wash hands, lower arms and any other body parts in contact with or splashed by blood.
- Hands must be washed after removing hand gloves.
- All waste material that is contaminated with blood and/or body fluids should be placed in a plastic bag, tied and placed in a waste bin for disposal.
- Blood and/or body spills must be cleaned up immediately.
 - wear hand gloves
 - use detergent, warm water and disposable materials for cleaning
 - leave the surface dry
 - do not use bleach or disinfectants
 - large spills in the playground may be safely hosed down with water
- Ensure carpeted areas are properly cleaned.
- Instrument from the First Aid kit should be washed in warm water and detergent. Instruments must be dried out before returning to the First Aid kit.

- Student Assistance - Where students have gone to the assistance of a bleeding student, staff should ensure that the student(s) involved thoroughly wash their hands, lower arms and any other body parts that have been in contact with blood with soap and water.

Mouth-To-Mouth Resuscitation - The risk of infection from mouth-to-mouth resuscitation is negligible, there is no reason to withhold resuscitation and First Aid from any student in need of emergency assistance. Manikin face pieces and accessories, as used in First Aid training, should be thoroughly cleaned with warm water and detergent and dried up.

Head Lice - If an incidence of head lice is noticed, teachers should send the child home and request the parents to make the relevant checks and take appropriate action, which normally means obtaining a medicated shampoo from a chemist. The affected student is to remain home for 3 days.

General Hygiene:

- Visual Arts & Music (CAPA): Mouth pieces from musical instruments should be washed in warm water and detergent, rinsed and left to air dry.
- Food Technology Department: Crockery and eating utensil must be rinsed, washed in warmwater and detergent and left to air dry.
- The use of shared hand towels is to be discouraged.
- Staff involved in toileting children should:
 - wear disposable hand gloves
 - wash hands after removing hand gloves with liquid soap and water

3.0 Sick Bay Procedures

- If a child is sick, the class/ subject teacher must provide the student with a permission note to go to the office. Office staff, on receiving the note will notify the parents. Data is entered onto the Sentral system.
- Staff members are not expected to be specialists in diagnostics and cannot be held accountable if they fail to identify major emergencies and illness on the basis of minor and ordinary symptoms.
- It is quite reasonable for office staff to keep a watch on the student with apparently minor injuries in the sick bay. However, if the student's condition does not improve during the period of observation in the sick room, then it becomes important to notify the parents and suggest that medical care be sought as a matter of urgency.
- Where necessary an ambulance should be called.

Document Control

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| Approved by: | Minarah Board | Meeting Date: | |

Revision History

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| v1.2 | Review | Samina Ali | February 2023 |
| v1.3 | Review | Samina Ali | February 2024 |