WILLUNGA WALDORF SCHOOL

WHS009 – ADMINISTRATION OF FIRST AID POLICY & PROCEDURES

POLICY CONTEXT

Willunga Waldorf School (WWS) is a co-educational and inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The School seeks to be a safe, just, compassionate, responsive and inclusive place for all.

PURPOSE AND SCOPE

This policy describes Willunga Waldorf School's practices for managing the provision of first aid to students, staff, and visitors while in the School's duty of care. It outlines the treatments we typically provide for major and minor injuries or illnesses, record-keeping measures, and staff training requirements.

This policy applies to all students from Kindergarten to Class 12, the Playgroup, staff (including contractors and volunteers), and visitors to the school (e.g., WWS parent community, students and staff from other schools during inter-school events, etc.). Please note that in the context of this document, the word "parent" encompasses legal guardians and caregivers.

POLICY STATEMENT

Willunga Waldorf School acknowledges its moral and legal obligations to provide an environment that promotes all persons' health, safety and wellbeing in its duty of care. This includes ensuring that:

- Clear policies and procedures for the administration of first aid are implemented.
- All permanent staff hold up to date first aid qualifications[1].
- Sufficient first aid supplies and equipment, including Personal Protective Equipment (PPE) for first aid responders, are available at all times, including during camps, excursions, and interschool events.

DEFINITIONS

First Aid – the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

Emergency – an incident, situation or event where there is an imminent or severe risk to a person's health, safety, or wellbeing. For example, a flood, fire, or a situation that requires the school to be locked down.

[1] Except in cases where physical limitations or unavoidable circumstances prevent a staff member from obtaining/renewing it.

DRSBCD action plan – a protocol used to assess if a patient has a life-threatening condition requiring immediate first aid.

Medication – medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over the counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, which is available on the Therapeutic Goods Administration website.

Medical Management Plan – an individual medical management plan provided by a student's family. Depending on the class of medication to be taken or administered, this plan can be provided by the family or the student's medical practitioner.

PROCEDURES

School staff and designated First Aid Officers will only provide treatment within their level of competence and training. Paramedics, a person's doctor or hospital staff will provide any treatment beyond this level.

1. MINOR INCIDENTS

Students

Minor incidents, such as bumps and scratches, will be handled directly by the teachers in the classroom setting. This may also include the use of asthma medication (e.g., Ventolin). Primary School teachers keep a supply of homeopathic creams and band-aids in their room and apply them as needed.

Teachers are responsible for appropriately storing first aid kits, and the designated First Aid officer(s) will maintain and replenish them at the end of each school term.

Staff

First aid kits are available throughout the school, and staff are expected to tend to minor injuries, such as bumps and scratches, themselves.

2. INCIDENTS REQUIRING MORE COMPLEX FIRST AID

Students

Incidents requiring more complex first aid will be directed to the School's First Aid Wellness Room for treatment.

If teachers or the designated First Aid Officer(s) have concerns, they will contact the student's parent(s). If a parent cannot be reached, the teacher or designated First Aid officer will attempt to contact the parent-nominated emergency contacts in successive order.

In all cases, staff will provide parents with details of the incident and first aid applied either in person when the student is collected at the end of the day or by emailing a written report.

Staff and Visitors

Staff and visitors requiring first aid beyond what they can confidently deal with themselves are encouraged to seek assistance from the School's designated First Aid Officers.

3. ANTHROPOSOPHIC CARE AND FIRST AID

Students

Staff will apply the following remedies unless written notification to the contrary has been received from parents/guardians:

- Weleda Arnica cream – as pain relief for muscle aches, sprains and bruises
- Weleda Hypercal – for painful cuts, abrasions and wounds
- Weleda Burns & Bites Cooling Gel – for burns, sunburn and insect bites
- Weleda Rash relief cream – for specific skin reactions
- Rescue Remedy for calming upset students

Staff

Staff have access to the same remedies as students (see above) and should approach the School's designated First Aid Officer(s) for assistance.

4. SEVERE CASES

The person who arrives first at the site of the accident **must remain with the injured person** and follow the DRSABCD protocol.

When sending for help, call the Front Office if alone or send someone to the Front Office to advise of the accident/incident.

The School's designated First Aid Officer(s) will attend to the injured person and assess their immediate needs. **The person first on the scene of the accident must remain at the scene until the School's designated First Aid Officer has signalled that it is okay for them to leave.**

An ambulance will be called if necessary. If a student needs ambulance treatment, their parents will be advised by an office staff member or the Head of School. A staff member or parent will accompany any students to the hospital.

If a staff member requires ambulance transport, an office staff member or the Head of School will contact their nominated emergency contact.

5. HEAD INJURIES

Any student demonstrating symptoms or behaviours consistent with a concussion or with an identified head injury shall be evaluated as soon as possible by the designated First Aid Officer or other suitably qualified WWS staff.

Designated First Aid Officer(s) follow these steps:

- Make students safe and as comfortable as possible.
- Assess the injury and provide first aid as appropriate, following DRSABCD protocol.
- Contact parents and inform them of the incident.
- Monitor students closely and liaise with teachers to continue monitoring should students be well enough to return to class.

- In each instance, the School will give parents documentation relating to the injury and the first aid administered.
- Advise the Head of School if an ambulance is called.
- Complete the documentation in SEQTA and provide it to the parent upon pick up, along with the Head Injury Information Sheet. A separate *Accident/Incident, Hazard, and Near Miss Report* form must also be completed and submitted to HR.

6. POISONING

In case of poisoning, the poison information centre will be contacted immediately, and their advice will be followed diligently. Poisons Information Centre: **13 11 26**

7. INFECTION CONTROL

Assume all blood and body substances are a potential source of infection. A spill kit for the disposal of blood and body substances is available in each kindergarten and the Wellness Room. A spill kit contains:

- Household rubber and disposable latex gloves
- Cleaning agents
- Paper towels
- Leak-proof bags

8. CHEM LAB

A special chemical spill kit and shower are available in the science lab. Staff working regularly with hazardous chemical substances are trained in their correct use.

FIRST AID EQUIPMENT

First Aid Kits

First Aid kits are located throughout the school and signposted. Contents are monitored and replenished regularly. A list of locations is kept at the Front Office.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be provided for those administering first aid. Bodily fluids will be managed to reduce the risk of transmission of communicable diseases to both the person giving first aid and the receiver.

Automated External Defibrillators (AEDs)

There are three (3) AEDs at the School, located as follows:

- Inside the entrance area of the Administration Building;
- Left of the glass door entrance to the School Hall; and
- Outside the High School building – to the left of the righthand-side entrance door.

The AEDs' maintenance by St John's Ambulance is overseen by the School's designated First Aid Officers.

FIRST AID ASSESSMENTS

Camps and Excursions

A risk assessment is completed via the Consent2Go platform for each camp or excursion. This includes an assessment of first aid requirements and access to emergency services.

On Site

Assessment of the School's first aid requirements forms part of our regular risk assessment processes.

STAFF INDUCTION AND TRAINING

- All permanent staff are trained in providing first aid in an education and care setting and must keep their training current, except in cases where physical limitations or unavoidable circumstances prevent a staff member from obtaining or renewing it.
- The School provides regular opportunities for first aid training through a registered training organisation (RTO) to ensure all relevant staff hold approved and up-to-date qualifications.
- In the Kindergarten, special care is taken to ensure that there is at least one staff member present at all times who is trained in first aid, including anaphylaxis response and asthma management.
- New staff are provided with this policy as part of their induction documents.

ROLES AND RESPONSIBILITIES

Designated First Aid Officer(s)

- Manage first aid records for all incidents requiring more complex first aid.
- Manage the School's first aid resources, including keeping content of first aid kits up to date, replenished and with a content list.
- Dispense medication in accordance with student medical management plans as required.
- Manage student medical management plans via parent liaison.
- Provide first aid as required.

HR Administrator

- Keep a record of staff first aid accreditations.
- Organise regular in-house first aid training for permanent staff and staff on long-term contracts.
- Forward a copy of any *Accident/Incident, Hazard and Near Miss Report* forms received for students to the School Office Supervisor for addition to student file.
- Keep a register of all reported accidents/incidents.

Faculty / Team Leaders

- Facilitate the rehearsal of anaphylaxis first aid (use of EpiPen) each term.

Head of School and Leadership Group

- Ensure appropriate resources are available for staff training and the provision of sufficient, in-date first aid supplies and equipment, including Personal Protective Equipment (PPE) and Automated External Defibrillators (AED).

Business Manager and Deputy Head – School Operations

- Report any Notifiable Incidents to SafeWork SA within the required timeframe, ensuring, so far as is reasonably practicable, that the site of a notifiable incident is not disturbed until a SafeWork SA inspector arrives or an earlier time directed by an inspector.

All Staff (including Head of School & Leadership)

- Keep first aid qualifications up to date, except in cases where physical limitations or unavoidable circumstances prevent them from obtaining or renewing their qualification.
- Provide first aid within their competency and training.
- Support the School's Designated First Aid Officer(s) where possible.

RECORD KEEPING

- Records will be completed for any significant first aid provided by the School's designated First Aid officers. For incidents involving students, details of first aid provided will be stored securely on the student's SEQTA file.
- An *Accident/Incident, Hazard and Near Miss Report* form must be completed and submitted to HR in accordance with *WHS002 – Incident, Hazard and Near Miss Reporting Policy*. The HR Administrator will keep a register of all reported accidents/incidents and forward a copy of the report to the School Office Supervisor for addition to student files when applicable.

NOTIFICATION REQUIREMENTS – EARLY CHILDHOOD (KINDERGARTEN)

Providers of Early Childhood Services in South Australia are required to notify via their portal in the NQA IT System of any incidents that seriously compromise the health, safety or well-being of children (s 174 (2) *Education and Early Childhood Services (Regulation and Standards) Act 2011* (the Act)).

A serious incident is defined in regulation 12 of the Act. In the context of this policy, the following must be reported to the Regulatory Authority within 24 hours:

- Death of a child;
- Serious illness of a child where the child attended or ought reasonably to have attended a hospital;
- Injury or trauma where the child attended or ought reasonably to have attended a hospital, or a reasonable person would consider the child would require urgent medical attention;
- An emergency for which emergency services attended.

Please see *EM001 – Critical and Traumatic Incident Management Policy* for further details.

POLICY ACCESS

- Hard copies of policies are available to staff in the Administration building as well as the kindergarten and Golden Wattle offices.
- Hard copies of policies are also available in the shared Jacaranda/Hollyhock area and can be made available to parents upon request by contacting office@wws.sa.edu.au .
- Electronic copies of policies are available on the School's website and SchoolStream.
- Kindergarten families will be notified by email at least 14 days beforehand of any changes if they:
    - affect the fees charged or the way they are collected, or
    - significantly impact the service's education and care of children, or
    - significantly impact the family's ability to utilise the service.

RELATED POLICIES, PROCEDURES AND DOCUMENTS

Related School Policies, Procedures and Guidelines	STU001 – Child Safe Environment Policy WHS001 – Work Health and Safety Policy WHS002 – Incident, Hazard and Near Miss Reporting Procedures EM001 – Critical and Traumatic Incident Management Policy EM003 – Emergency Procedures WHS010 – Managing Medical Conditions Policy ECH013 - Managing Medical Conditions in Children OE004 – Camps and Excursions Policy ECH001 – Sun Protection Policy ECH003 – Nutrition, Food and Beverages, and Dietary Requirements Policy ECH004 – Water Safety SF001 – Professional Code of Conduct GOV005 – Privacy Policy
Related Legislation and Regulatory Requirements	Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Automated External Defibrillators (Public Access) Act 2022 Australian Privacy Act 1988 Privacy Amendment (Enhancing Privacy Protection) Act 2012 (as amended)
Early Childhood Legislative Requirements	National Quality Standards (NQS) QA 2: children's health and safety 2.1.2 Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented 2.2.2 Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented Education and Early Childhood Services (Registrations and Standards) Act 2011; • Section 167 Offence relating to protection of children from harm and hazards Education and Care Services National Regulations (2011): • Regulation 85 Incident, injury, trauma and illness policies and procedures • Regulation 86 Notification to parent of incident, injury, trauma and illness • Regulation 87 Incident, injury, trauma and illness record • Regulation 88 Infectious diseases • Regulation 89 First aid kits • Regulation 90 Medical conditions policy • Regulation 92 Medication record • Regulation 93 Administration of medication • Regulation 94 Exception to authorisation requirement – anaphylaxis or asthma emergency • Regulation 101 Conduct of risk assessment for excursion • Regulation 136 First aid qualifications • Regulation 137 Approval of qualifications • Regulation 161 Authorisations to be kept in enrolment record • Regulation 162 Health information to be kept in enrolment record • Regulation 168 Education and care service must have policies and procedures • Regulation 170 Policies and procedures to be followed • Regulation 171 Policies and procedures to be kept available • Regulation 172 Notification of change to policies or procedures • Regulation 176 Time to notify certain information to Regulatory Authority • Regulation 183 Storage of records and other documents
Cross-Sector Guidelines (SA)	SafeWork SA First Aid Model Code of Practice

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

Responsible Person	Deputy Head – School Operations
Policy Approver	Head of School
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