

Florey Preschool Health and Safety – First Aid - Procedures

The following procedures align to support the implementation of
Health and Safety Policy - First Aid (2003)

- All Florey Preschool staff are First Aid qualified and can act as the First Aid Officer at any time. Qualifications of all trained officers are displayed in a folder that is kept in the preschool office area.
- A First Aid Officer is responsible for the initial care of injured students/staff/third party and will render first aid treatment in accordance with their training. Other qualified staff members may assist where necessary.
- A First Aid Officer will remain with the injured or ill person until no further treatment or assistance is required or other more qualified help is available.
- All First Aid administered will be recorded in the First Aid Administration Record book located in the first aid cabinet.
- All students complete a General Medical Information and Consent Form on enrolment at Preschool.
- Students requiring Emergency Treatment Plans complete the relevant form for Anaphylaxis, Asthma, Diabetes, Epilepsy and/or General Management and Emergency Treatment. These plans are kept on student files and easily accessible for first Aid Officers and other staff and medical personnel to view as required to administer treatment as required.
- Medication required for Emergency Treatment Plans are kept in a box clearly labelled with the name and a photo of the child with First Aid Plan and medication dosage easily accessible. These boxes are readily accessible for staff, but out of reach for children.
- Parents are informed of all First Aid administered to their child and are required to sign acknowledge the treatment
- At least one staff member should be trained in emergency treatment of Anaphylaxis (Epipen) and Asthma. For emergency treatment of Diabetes and Epilepsy, first aid treatment will be given in accordance to the First Aid Officers training.
- Two First Aid Kits are kept on the preschool premises. A full kit is available in the Kitchen/Staff Room area and a portable kit is available to take on school excursions. Both kits are regularly checked (once per month) by a First Aid Officer, or a delegate, and updated and replenished as required (See first aid checklists kept in the first aid cabinet).
- Full first aid kit is in an appropriate sized portable box with a carry handle and clearly labelled with white on green with the words "First Aid". It should not be locked. It should be out of children's reach.
- Analgesics (such as paracetamol tablets or liquid) are generally not administered by Preschool First Aid staff. If Analgesics are required a parent is called to administer and/or to collect child from Preschool. Permission for Administration of Paracetamol can be given on the General

Medical and Information and Consent Form which allow administration in an emergency situation.

- Standard Infection Control Precautions and Safe Work Practices are followed as according to first aid training of staff, with particular emphasis on hand washing and wearing protective barriers, such as gloves.
- If any sharps are found, or used at preschool, the Primary School is called for disposal.
- Any soiled or contaminated clothing or equipment is sent home with the child in a sealed plastic bag for washing.
- Blank copies of all relevant forms can be found in the Preschool Enrolment Folder.

A child suffers an injury that is a Notifiable Incident:

- Staff will contact Florey Primary School site immediately on 62058011 to arrange for another staff member to come and provide supervision support at preschool.
- Staff will make a decision to phone an ambulance. Parents/carers will also be notified.
- The staff member who witnessed the incident or who has the most relevant information must contact WorkSafe ACT immediately on 62073000 and complete the attached form within 48 hours.

A child suffers a serious injury but not Notifiable injury:

- A staff member who witnessed the incident or who has the most relevant information will complete an ACT ETD Student Accident/Incident Report accessed via Index (within 24 hours).
- The staff member will also complete the First Aid Administration Record Book as soon as practicable but no later than 12 hours after the incident.

What is a Notifiable incident?

(Notice must be given in accordance with section 38(2) of the Workplace, Health and Safety Act 2012)

'Notifiable incidents' include the following:

- the death of a person
- a serious injury or illness of a person
- a 'dangerous incident'

What is a serious injury or illness?

"Serious injury or illness", of a person means an injury or illness requiring the person to have—
(a) immediate treatment as an in-patient in a hospital; or
(b) immediate treatment for—

(i) the amputation of any part of his or her body; or (ii) a serious head injury; or
(iii) a serious eye injury; or
(iv) a serious burn; or

(v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); (vi) a spinal injury; or
(vii) the loss of a bodily function; or
(viii) serious lacerations; or

(c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by regulation but does not include an illness or injury of a prescribed kind.

A 'dangerous incident' means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to any plant that is required to be authorised for use in the regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an evacuation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel or
- another event prescribed in the regulations.

Notice must be given IMMEDIATELY after becoming aware of the event and within 48 hours in writing.

Workplaces must preserve/not disturb the site until an inspector arrives at the site or any earlier time that an inspector directs as per section 39(1) of the WHS Act as part of the incident notification requirements. An incident site where a notifiable incident occurs must be preserved/not disturbed as far as is reasonably practicable to enable a worksafe inspector to undertake an investigation or at an

earlier time as the inspector directs. A site must not be disturbed with the exception of the following actions:

- assisting an injured person
- removing a deceased person
- making the site safe or to minimise the risk of a further notifiable incident
- undertaking of a police investigation or
- any action for which an inspector or the regulator has given permission

Maximum penalties which can be incurred for failure to preserve a incident site are \$10000 for an individual or \$50000 for a body corporate.

After becoming aware that an incident has occurred, workplaces must report 'notifiable incidents' to WorkSafe ACT IMMEDIATELY, and by the fastest possible means, either:

- by phone - ring WorkSafe ACT on 02 6207 3000
- in writing - you can complete a [Notifiable Incident Report Form](#) and forward it to WorkSafe ACT, GPO

Box 158, Canberra City, ACT, 2601

- by fax or other electronic means - fax WorkSafe ACT on 02 6205 0336; email worksafe@act.gov.au

After 1 January 2012, the reporting of a notifiable incident must be done using the [Notifiable Incident Report Form](#)

Records of serious events must be kept for 5 years after the date notice is given.

The maximum penalty for failure to comply with the notification requirements is \$10,000 for an individual or \$50,000 for a body corporate.