



CRITICAL INCIDENT, ACCIDENTS AND FIRST AID POLICY

2021

Review Date: 2024

Ratified by School Board: _____ JUNE 2021

Vision Statement

At St Anthony's Catholic Primary School, we strive to provide an education of excellence, through commitment to the Catholic tradition and living in a community where respect, justice and faith are celebrated.

Notes: All references to 'Staff members' include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers.

At St Anthony's Catholic Primary School, we believe that all children, educators (including students and volunteers), contractors and visitors have the right to a safe environment that is free from hazards that may cause harm.

All staff members hold a current certificate in Basic Casualty Care and senior staff members are required to undertake and maintain a current First Aid Certificate, ASCIA Anaphylaxis e-training and Asthma First Aid for School Staff training certificate.

St Anthony's Catholic Primary School will fund first aid training for all staff and ensure that it remains valid.

RATIONALE

Our school community may from time to time be faced with critical incidences that affect individuals in the community and/or the life of the school community as a whole.

As a Catholic School in the Mercy Tradition, St Anthony's Catholic Primary School always strives to provide a safe environment that nurtures and develops awareness and resilience in all students.

Within this context, however, critical Incidents may occur and, as such, may present immediate or imminent threat, physical and/or emotional distress to St Anthony's Catholic Primary School staff, students or visitors.

Generally, a critical incident or accident is determined by its impact on individuals and the community, rather than by any predetermined list of events. Any assessment of a critical incident must consider both the reaction of the individual/s directly affected and the broader members of the community. (Catholic Schools Operational Guide, 2015).

Critical incidents usually occur with little or no warning, requiring a substantial and coordinated response on behalf of the school community. As such, First Aid updates and training is core to the safety of all work on site.

A CRITICAL INCIDENT/ACCIDENT MAY BE DETERMINED AS:

- Critical Incident may be defined as an event which causes disruption, creates significant danger or risk and which creates a situation where staff, students or parents feel unsafe, vulnerable or under stress.
- Any circumstance at the service that poses a significant risk to the health, safety or wellbeing of students and staff.

Examples of such incidents include:

- The death of someone involved with the school community.
- Serious injury to someone in the school community.
- Students lost or injured during an excursion.
- A hostage situation involving staff or students.
- Violence, assault, stalking.
- Witnessing of a serious incident or of violence by a member of the school community.
- Fire, bomb or terrorist threat, explosion, natural disaster, extremes of weather conditions.
- Any other incident or accident that is determined by the principal to be a serious incident

PURPOSE

Through the application of this policy, we aim to:

- ensure potential hazards are reduced, controlled, and eliminated when necessary.
- ensure that environmental measures are enforced to protect children from harm.
- document procedures for the administration of first aid by trained educators, which forms a part of managing accidents, incidents, and trauma.

- to ensure that in the event of an accident, appropriate care including first aid and/or CPR will be applied by a trained educator.
- respond to any critical incident in an informed and supportive manner, which respects the requests of families involved, as well as supporting the needs of individuals and the community.
- respond to any critical incident in a manner that reflects the Catholic ethos of the school.
- provide support to all members of the school community who are affected, enlisting support from agencies or individuals from the wider community as appropriate.
- maintain the healthy functioning of school life.
- clarify the responsibilities of those dealing with critical incidents so they can respond in a spirit of co-operation and collaboration and in a way that reflects our mission as a Catholic school.

IN SUPPORT OF THIS POLICY:

The Principal will:

- offer support to families and staff where appropriate.
- provide clear guidelines and procedures to staff.
- form a critical response team that will include the Leadership team and other relevant support personnel.
- provide relevant professional development in critical incident management.
- ensure that the values of justice, service and respect are modelled and supported in all traumatic critical incident procedures.
- communicate with families, if necessary, in a sensitive manner
- ensure that the spiritual and emotional needs of the community are met.
- encourage those affected by a critical incident to seek help.
- ensure that all staff employed in Catholic Schools must be trained and undertake training every three years and be prepared to provide at least basic first aid while awaiting more expert advice. In South Australia the most appropriate training is the Basic Emergency Life Support (BELS).
- Ensure there are staff First Aid officers who provide an essential service during normal business hours to attend to and support unwell or injured staff, students, visitors, volunteers and contractors. These staff are required to undertake training to attain and maintain a current Senior First Aid certificate (renewable every three years). Cardiopulmonary Resuscitation (CPR) refresher training should be undertaken annually. Additional first aid training may be required to respond to specific situations eg mental health, anaphylaxis and asthma.
- be notified of alleged serious incidents.
- report any serious incidents to CESA or the Education and Early Childhood Services Registration Board of South Australia asap

Staff members will:

- only administer first aid if they have the appropriate training (as specified above) in the event of minor accidents or to stabilise the victim until expert help arrives.
- supervise children and apply first aid management, by a trained staff member. Management includes administering, seeking appropriate help when necessary, documenting incidents, accidents and emergencies and liaising with parents.
- Eliminate and report hazards where necessary.
- actively take part in discussions about safety with other staff, families and children.
- ensure there is a risk assessment developed when encountering any experiences that vary from the norm and develop a risk assessment.
- maintain a current First Aid certificate, anaphylaxis and asthma training.
- request medical information upon enrolment and welcome collaboration with parents/carers to learn of current medical information in a sensitive and confidential manner.
- be familiar with the location of all First Aid Kits and follow First Aid protocols
- support the school community in managing a critical incident with sensitivity and pastoral care.
- direct all media enquiries to the Principal.
- maintain confidentiality.
- seek personal and/or professional help where needed to assist their response.

- practise critical incident procedures for different reasons: evacuating for fire, bomb threats and lock down.
- Notify the Principal of any alleged critical incidents.

Children will:

- seek help in any accident or event where support is needed.
- learn to notify staff in the case of an accident, incident or emergency.
- learn to identify hazards and risks for either themselves or for other children and notify staff.
- be taught about their right to be safe and to respond to situations where they recognize early warning signs.

Parents and carers will:

- provide written authority to seek medical attention for their child if required.
- notify staff of any medical requirement for their child as required and of medical management plans for their child,
- notify staff if they have administered any medication to the child prior to their attendance.

ADMINISTRATION OF FIRST AID:

- ensure there are First Aid officers who provide an essential service during normal business hours to attend to and support unwell or injured staff, students, visitors, volunteers and contractors at St Anthony's Catholic Primary School
- The First Aid Kit must comply with the Catholic Safety, Health & Welfare requirements.
- The First Aider of the worksite shall:
 - monitor access to the first aid kit and ensure any items used are replaced as soon as reasonably practicable after use.
 - undertake regular documented checks, (items have not deteriorated, within their expiry dates, and sterile products are sealed and have not been tampered with.) at least once every twelve (12) months to ensure the kit contains a complete set of the required items (Education – every three (3) months); First Aid Kit Checklist (084F) or equivalent can be used.
- the School Board will ensure that adequate funds are allocated in each annual budget to ensure that educators' first aid qualifications and emergency asthma and anaphylaxis management training are updated as required.

ADMINISTRATION OF MEDICATION

- The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need.
- Schools require medical authorisation to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines).
- The principal is responsible for the:
 - safe administration of medications to students for whom they are prescribed
 - safe receipt and storage of students' medication whilst attending school or school related activities
 - training of staff in the administration of medications for students with specialised health needs, as appropriate
 - management of medication administration records
- Medication should only be administered in line with the training of staff and should not be administered at school if it can be administered outside of school hours without compromising the health and wellbeing of the student.
- Where appropriate, to support a student's health and wellbeing needs, a health care plan should be put in place to specify the arrangements and staff training necessary to help students with health conditions attend school. Invasive health care should only be undertaken by a credentialed health care worker, and not by school staff.

ONGOING MEDICAL CONDITIONS Any child with an ongoing medical condition, requiring monitoring and/or administering of medication by staff (e.g. Asthma, Diabetes or severe allergies etc) must:

- Have a current Medical Management Plan (completed by the child's doctor and parent/guardian) is to be kept in both the First aid room.
- Have their medication stored with all medications, safely in the First Aid Room.
- no medication is to be stored in any child's bag.
- encourage and integrate hand washing into daily routines.

PROCEDURES FOR DEALING WITH ACCIDENTS/INCIDENTS:

When a **minor accident** occurs, educators who are qualified First Aid will follow the service's Accident Plan to:

- assess the injury.
- accompany the child to the First aid room (if possible) to apply first aid.
- attend to the injured child and apply first aid.
- contact the parent/guardian (depending on the nature of the injury). If the parent/guardian is not contacted at the time of the accident they will be informed about the incident in writing when they arrive to collect their child.
- Write full details about any treatment given within the First Aid Register, located in the First Aid room and notify parents/carers at the time of pickup, requesting their signature. Signing communicates the notification of the event.

When a **serious incident/accident** or **medical episode occur on or off site:**

- Call an ambulance – dial 000
- Seek assistance from a staff First Aid officer

NOTE: Anyone may call an ambulance by dialling 000 if they deem it necessary in the event of a medical emergency.

- upon arrival, paramedics will assess the patient and decide whether to transport them to hospital.
- Provide the child's medical record for the ambulance officer if required or requested.
- Discuss with the Principal which educator will accompany the child in the ambulance.
- Complete a full report of the accident detailing the incident and the action taken on an 'Incident, injury, trauma and illness record' and require the parent/guardian to sign the form to confirm their notification of the incident.
- The Principal will contact the child's parents/guardians or emergency contact person to advise them of the incident and where they may meet their child from the ambulance.
- The Principal will endeavour to rearrange staffing, or where possible for emergency relief educators to attend the site, so that an educator known to the child can accompany the injured child in the ambulance where possible. The remaining children will be kept together until an emergency relief educator has arrived at St Anthony's Catholic Primary School

PROCEDURES FOR THE MANAGEMENT OF CRITICAL INCIDENTS

When a Critical Incident occurs within the school community:

- Where necessary, contact emergency services.
- The Leadership Team should meet as soon as possible.
- The Principal (or delegate) and/or the office staff will contact the CESA.
- Inform staff of details of the incident at a full staff meeting.
- Where necessary, initiate a 'Lock In' or 'Lock Out' situation.
- Where necessary, teachers must call roll to identify whereabouts of all students.
- Inform students.
- Inform parents by letter, phone call or in person.
- Identify staff, students and parents at risk.
- Provide extra support for staff and students.

- Have processes that allow discussion to take place.
- Provide individual and small group counseling.
- Staff will be informed of a Critical Incident by using a predetermined signal. Depending on the circumstances, a Fire Evacuation or a Lock In may be deemed necessary to ensure the safety of staff and students.

Fire Evacuation Procedure:

- This will be indicated by a sustained sounding of the fire alarm.

Staff are required to:

- Remove students from the classroom as quickly as possible in an orderly manner and assemble on the designated assembly area. Accounting for students who are in the toilets or on messages etc.
- Doors and windows are to be locked if the urgency of the situation allows.

Procedure for emergency wardens:

Principal:

- Check all classrooms, rooms and all toilets.
- Take mobile telephone.

Administration Staff:

- Check all areas of the Administration building.
- Take the first aid kit.
- Take roll call books to staff.
- On arrival to the designated area:
- All teachers to conduct a roll call and report any missing persons.
- to inform teachers of any children arrive late, gone home etc.
- As names are called out students are to sit on the ground.
- Teachers report class tally to the principal or the emergency warden.
- All other staff must report their presence to the emergency warden, who will ensure all staff are accounted for.
- No one may leave the designated area until specifically directed to do so by the principal / emergency warden.
- The principal will signal all clear

Lock In Procedure:

- A Lock In is indicated by a lock in siren which sounds like a car alarm. If a Lock In is required during a scheduled play time, staff are to move students as quickly as possible to their classrooms.

Staff are required to:

- Ensure the safety of students by moving them to an area of the classroom which is least conspicuous from outside.
- Lock classroom doors and windows immediately.
- Close all window coverings.
- Ensure all children are accounted for.
- Ensure the room is safe and secure.
- Wait for further instructions.
- Model 'normal' behaviour.
- The Principal will signal all clear over the PA phone system by dialing 7030.

Special Duties of Staff

- Administration to check staffroom and all admin areas
- Administration to bring class lists and attendance records.
- Telephone FIRE BRIGADE – 000.
- All parents and visitors to the school are expected to follow the evacuation/ emergency procedures.
- Each teacher is to advise their parent helpers of the above procedures.

Following a Critical Incident monitoring of ongoing grief and evaluation of the plan and individual roles will be undertaken. A formal evaluation of the implementation of the Critical Incident Plan involves providing feedback on its strengths and weaknesses. The school community is encouraged to reflect upon the incident and identify the growth that may occur in the aftermath of the incident.

Related policies, procedures and support documents:

- CESA First Aid Policy
- CESA First Aid Procedure
- Catholic Safety, Health & Welfare (South Australia) First Aid Procedure