



**AUSTRALIAN
ISLAMIC COLLEGE**

Incident, Injury, Trauma, Illness and First Aid Policy

Address: 22A Cedar Ave, West Croydon SA 5008

Tel: (08) 8340-7799 Email: info@aic.sa.edu.au Website: aic.sa.edu.au

Table of Contents

Contents

| | |
|--|-----------|
| NQS..... | 3 |
| National Regulations | 3 |
| Policy Aim | 3 |
| Policy Statement..... | 3 |
| Policy Framework and Content..... | 3 |
| Procedure..... | 3 |
| Administration of First Aid | 4 |
| First Aid Kit Guidelines | 5 |
| AIC Adelaide Commitment and Responsibilities | 5 |
| Responsibilities of First Aid Personnel..... | 6 |
| Responsibilities of Workers | 7 |
| Responsibilities of Parents and/or Guardians | 7 |
| Meeting First Aid Needs | 7 |
| First Aid Rooms | 8 |
| Supervision | 8 |
| Continuous Improvement..... | 8 |
| First Aid Kit Locations and Type | 8 |
| First Aid Kit Checklist..... | 9 |
| Incident, Injury, Trauma and Illness Record..... | 9 |
| WHS notification of injury and complaints..... | 10 |
| Early Childhood Complaints & Serious Incident Regulatory Reporting Complaint notification | 10 |
| Serious Incidents | 10 |
| Sources | 12 |
| APPENDIX A – Incident, Injury, Trauma and Illness Record..... | 14 |
| APPENDIX B – Safe Work Australia Example of First Aid Kit Contents..... | 17 |

Date Reviewed: [September 2022]
Approved by: [Executive Principal]
Next review: [December 2023]

NQS

| | | |
|-----|-------|---|
| QA2 | 2.2.2 | Incident & Emergency Management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |
|-----|-------|---|

National Regulations

| | | |
|------|------|---|
| Regs | 12 | Meaning of serious incident |
| | 85 | Incident, injury, trauma and illness policies and procedures |
| | 86 | Notification to parents of incident, injury, trauma and illness |
| | 87 | Incident, injury, trauma and illness record |
| | 88 | Infectious diseases |
| | 89 | First Aid kits |
| | 97 | Emergency and evacuation procedures |
| | 161 | Authorisations to be kept in enrolment record |
| | 162 | Health information to be kept in enrolment record |
| | 168 | Education and care service must have policies and procedures |
| | 174 | Time to notify certain circumstances to Regulatory Authority |
| | 174A | Prescribed information to accompany notice |
| | 176 | Time to notify certain information to Regulatory Authority |

Policy Aim

The College and all staff can effectively respond to and manage accidents, illness and emergencies which occur to ensure the safety and wellbeing of children, staff and visitors.

Policy Statement

The care of people and concern for their welfare are integral to the ethos of the Australian Islamic College. Our College is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, students and others who are legally present on our premises and in our workplace. In keeping with this commitment, priority is given to the provision of adequate First Aid facilities and First Aid treatment for all persons at the College in accordance with the legislative requirements of the Work Health and Safety Act 2012 (SA) and the Work Health and Safety Regulations 2012 (SA).

Policy Framework and Content

The Australian Islamic College recognises that it has a duty of care and is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety and welfare of students, staff, volunteers, visitors and other people who provide services to the school. To meet these responsibilities and legislative requirements, the College will provide necessary resources including First Aid facilities, First Aid equipment and appropriate training, and policies and procedures. The College will be responsible for maintaining records of staff training in First Aid and CPR / Emergency care, and collating injury and illness records and information.

Procedure

This policy and related policies and procedures will be followed by the Coordinator, educators, staff and volunteers at the College in the event that a child:

- Is injured
- Becomes ill
- Suffers a trauma

The College will ensure that a parent of a child is notified as soon as possible and without undue delay. Parents will be notified no later than 24 hours of the injury, illness or trauma. An Incident, Injury, Trauma and Illness Record (Appendix A) will be completed without delay.

First Aid kits will be easily recognised and readily available at the College and during excursions. They will be suitably equipped having regard to any known hazards, past and potential injuries and size of the College.

Management will ensure First Aid training is up to date.

For asthma and anaphylaxis care see our Asthma & Anaphylaxis Policy.

First Aid qualified staff will be available at all times on the school premises and on excursions. (See Excursion Policy). First Aid qualified staff will never exceed their qualifications and competence when administering First Aid.

During the induction process, new staff will:

- Be advised of First Aid qualified staff.
- Be given the College's Asthma and Anaphylaxis Care Policy.
- Told the location of First Aid kits.
- Be asked to provide information about any First Aid needs they may have that could require specific treatment in a medical emergency. (This information will only be provided to First Aid trained staff members with the employee's consent.)

The Coordinator will review the College's First Aid related policies, the locations of the First Aid kit, and who the College's First Aid trained staff are at least annually and earlier if there are any staff changes that affect the number of First Aid trained staff.

All changes will be notified to staff during staff meetings and/or through newsletters, emails or memos to staff.

Administration of First Aid

If there is an accident, illness or injury requiring First Aid, the following response procedure will be followed:

- Staff member notifies Coordinator and a trained First Aid officer of the incident, illness or injury.
- Coordinator or trained First Aid officer will review child's medical information including any medical information disclosed on the child's enrolment form before they attend to the injured or ill person.
- If the illness or incident involves asthma or anaphylaxis, the Asthma & Anaphylaxis Policy and Procedure will be followed.
- The Coordinator and staff members will supervise and care for children in the vicinity of the incident, illness or injury.
- If required, the Coordinator or First Aid officer will advise a staff member to call an ambulance.
- If required, the Coordinator or First Aid officer will notify a parent or emergency contact that the child requires medical attention from a medical practitioner.
- If required, the Coordinator or First Aid officer will contact a parent or emergency contact to collect their child from the school.
- The Coordinator will ensure the Incident, Injury, Trauma and Illness Record (Appendix A) is completed in full and without delay and that the parent or emergency contact is notified as soon as possible and within 24 hours of the injury, illness or trauma.

First Aid Kit Guidelines

All First Aid kits at AIC must:

- Not be locked.
- Not contain paracetamol.
- Be appropriate for the number of employees and children and adequate for the immediate treatment of injuries.
- Be in a place that takes an employee no longer than two minutes to reach, including time required to access secure areas.
- Be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents.
- Be capable of being sealed, preferably be fitted with a carrying handle, and have internal compartments.
- Contain a list of the contents of the kit.
- Be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not deteriorated or expired.
- Have a white cross on a green background with the words 'First Aid' prominently displayed.
- Be easy to access and if applicable, located where there is a risk of injury occurring.
- Display emergency telephone numbers, the phone number and location of the nearest First Aid officers (including appropriate information for those employees who have mobile workplaces).
- Be taken on excursions (refer to the College Excursion Policy). Consideration should be given to preventative measures such as sunscreen protection and portable water if working outdoors.

Fatma Ersoy-Ozturk, Administration Officer (or in her absence, a suitably trained administration staff member delegated by the Principal) is the College's First Aid delegated individual responsible for maintaining all First Aid kits and ensuring each kit has the required number of items, that the items are within their expiry dates and sterile products are sealed.

This will occur after each use or if unused, at least annually.

This process will also include re-evaluating whether the First Aid kits and modules are appropriate for the known hazards and the injuries that have previously occurred at the College. If a kit requires additional resources, the staff member will advise and follow-up with the Coordinator.

The College will display a well-recognised, standardised First Aid sign to assist in easily locating our First Aid kits.

Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

AIC Adelaide Commitment and Responsibilities

The Principal (or a person acting in the capacity of the Principal in their absence) as required under the Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012 is responsible for:

- Provision of First Aid equipment based on an assessment of needs,
- Providing access to facilities for the administration of First Aid ,
- Providing an adequate number of workers that are trained to administer First Aid.

To meet these responsibilities the Principal shall:

- Determine the number of personnel trained in First Aid.
- Consider a minimum of at least two staff members in the primary school and four staff members in secondary school are trained in First Aid.
- Provide adequate and ongoing training / information for all teachers and non-teaching staff as required including CPR/ Emergency care training.
- Provide sufficient time or support for First Aiders and others in charge of First Aid facilities to perform their duties.
- Provide adequate signage for First Aid facilities and kits in accordance with Australian Standards.
- Facilitate the development of policy and procedures adapted to the requirements of the school.
- Provide ongoing evaluation and revision of the needs of the school environment.
- Monitor ongoing compliance with legislative requirements.
- Maintain a reporting and recording system for First Aid including a register of injuries.
- Investigate incidents involving injury and illness.
- Keep a record of employees who are trained in First Aid and their level of training.

Responsibilities of First Aid Personnel

To meet the requirements of the WHS legislation a person trained in First Aid will be designated as the primary First Aid officer, and will be responsible for:

- Initial provision of First Aid treatment,
- Maintaining First Aid facilities, ie: sick bays in accordance with legislative requirements.
- Administering medication.

The person designated as primary First Aid officer will be paid an allowance for additional tasks and responsibilities, according to the award.

Other personnel trained in First Aid are responsible for the provision of First Aid treatment as required and may be designated by the primary First Aid officer or Principal to be in charge of a First Aid kit or kits.

Trained personnel taking First Aid kits from the school, for school excursions, sports events, etc are responsible for:

- The care of excursion First Aid kits.
- Providing emergency care.
- Recording incidents and injuries using the appropriate forms.
- Returning and restocking the First Aid kit as necessary.

While acknowledging the duty of care of trained First Aid personnel, such persons will not provide treatment beyond the level of recognised training and/or instruction that they have received.

Responsibilities of Workers

Workers are required under the WHS Act to take reasonable care of their own health and safety and must not adversely affect the health and safety of others. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for First Aid and for reporting injuries and illnesses.

In relation to 'First Aid', trained First Aiders are responsible for:

- Providing basic life support and emergency care that is consistent with their current level of training.
- Reporting and recording incidents and injuries as per school procedures.

Staff are required not to interfere with, or misuse anything provided in the interest of health and safety under work health and safety legislation in the workplace eg removing First Aid supplies from First Aid kits and First Aid facilities.

Responsibilities of Parents and/or Guardians

To ensure the health and safety of students and to ensure that staff have necessary medical information, parents and / or guardians are responsible, in relation to their children, for:

Keeping the College informed of any medical conditions, treatments and medical contact details.

- Providing staff with appropriate information and training / instruction where medical conditions require specialised treatment.
- Updating the school on any changes in medical conditions and/or required treatments.

Meeting First Aid Needs

This table describes how schools meet student First Aid needs.

| Circumstance | Description |
|----------------------------|---|
| Identified health need | First Aid requirements for students with identified health care needs should be explained in the Student Health Support Plan (STUDENT AT RISK FORM) or Anaphylaxis Management Plan. To display a photo of a student and a description of their health care needs in a staff area, consent is required from: parents/guardians, the student, if they are at secondary school. |
| Student feeling unwell | If a student feels unwell schools should: assess a range of signs and symptoms including: - whether the student has a fever - whether the students skin feels warm/hot to touch - if the student looks pale but has flushed cheeks - whether the student indicates that they feel hot Note: The specific temperature is not the main indicator take action based on the summary of signs and symptoms immediately seek emergency assistance, if there is: - any doubt about the student's condition, or - a sense that the student's condition is deteriorating. |
| Student has a minor injury | When using an icepack to treat a minor injury such as a bump or bruise: |

| | |
|----------------|--|
| | do not apply directly to skin remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative. |
| Other injuries | <p>When an injury causes a nose bleed then an ice pack should not be used instead a cold compress may be used.</p> <p>In the following circumstances an icepack/cold compress should not be used and medical help should be sought (usually by calling an ambulance):</p> <p>loss of consciousness, even if only briefly a less than alert conscious state suspicion of a fracture suspicion of a spinal injury damage to eyes or ears penetration of the skin deep open wounds.</p> |

First Aid Rooms

Facilities for First Aid should allow:

- Precautions against infection.
- Reassurance and comfort, with a safe level of privacy, dignity, comfort and independence.
- Employee and volunteer health, safety and welfare.
- Associated record keeping in accordance with privacy and confidentiality (refer to the College's Privacy Policy).

Supervision

The First Aid room should allow for short-term supervision and the ability to summon further assistance if required. The level of supervision required in the First Aid room will vary depending on each case.

For example, supervision should be required for a student who has had a blow to the head and is feeling dizzy, whereas supervision may not be required for a student with a slight headache, who needs a lie down.

Continuous Improvement

Our College management team, in consultation with staff will regularly monitor, evaluate and review this First Aid Policy, any related guidelines, procedures and relevant records, to ensure continuous improvement of the College's First Aid management.

First Aid Kit Locations and Type

| Location | Type (ie, portable, fixed, vehicle kit, etc) |
|---------------------------|--|
| Main Office and Sick Room | 2 x Portable and Fixed |
| Primary Office | Portable |
| Buses | Portable |

The school has assigned responsibility for the sick room as per below table:

| Designated First Aid Officer Responsible for the Sick Room | |
|---|-----------------------|
| Name | Contact Number |
| Fatma Ersoy-Ozturk | 08 83407799 |

| Location of Incident / Accident Record Books | | |
|--|---|-----------------------|
| Location | Person Responsible (First Aid officer) | Contact Number |
| Hard copies left in Incident / Accidents File (originals) | Fatma Ersoy – Senior First Aid Officer | 08 8340 7799 |
| All incidents / accidents are recorded in TASS | Ilknur Ozkan – First Aid Officer | 08 8340 7799 |
| All incidents /accidents are recorded in TASS | Filzah Rahmat – First Aid Officer | 08 8340 7799 |

| Staff Trained to Dispense Specific Medication | | | | |
|--|-----------------|-----------------------|----------------------------|------------------|
| Name | Location | Contact Number | Type of Medication | Training |
| Fatma Ersoy-Ozturk | Main Office | 08 8340 7799 | Ventolin puffer Epi Pen | Senior First Aid |

All medication administered, must be recorded by the First Aid officer AND placed in students file.

First Aid Kit Checklist

The College staff will use the Safe Work Australia Example of Contents for a First Aid kit as a guide to what to include in our First Aid Kit (see Appendix B).

College management will determine whether the College needs additional items to those in the checklist, or whether some items are unnecessary, after considering the number of children at AIC and what injuries children or adults may incur or have incurred in the past. The College management will check the incident, injury, trauma and illness records to determine what to include. First Aid officers may wish to have additional items, for example burns modules and eye wound modules. Appropriate resources to deal with children at risk of anaphylaxis and other medical conditions will also be included (see our Asthma & Anaphylaxis Care Policy).

Incident, Injury, Trauma and Illness Record

The College staff will use the Incident, Injury, Trauma and Illness Record (Appendix A) to record all incidents, injuries, trauma and illnesses.

WHS notification of injury and complaints

It is a legal obligation to notify SafeWork SA of any work-related injury that requires treatment as an inpatient in a hospital immediately after the injury (disregarding any time taken for emergency treatment or to get the person to hospital). The College will immediately report any of the following to SafeWork SA on 1800 777 209 (24 hours):

1. A work related death

2. An injury that:

- Requires admittance to hospital as an inpatient or immediate treatment for any condition or a prescribed serious illness listed on the notifiable incident report form.
- Requires medical treatment within 48 hours of exposure to a substance.
- Is a dangerous incident.

3. A dangerous incident, examples of which include:

- The collapse or failure of an excavation
- The collapse, overturning, failure or malfunction of plant that is required to be authorized for use by the regulations
- The collapse or partial collapse of a structure
- An electrical shock
- An uncontrolled implosion, explosion, fire or escape of gas, steam or other pressurised substance

When reporting a serious incident, the College management will:

- Download and complete the “Notification of a Dangerous Occurrence” notification form available on SafeWork SA’s website and send to SafeWork SA.
- Ensure that no-one interferes with the accident / incident site unless authorised to do so by SafeWork SA or until SafeWork SA has inspected the site and cleared it to resume operations.
- Comply with any directions given by a SafeWork SA Inspector.

Early Childhood Complaints & Serious Incident Regulatory Reporting Complaint notification

The College will notify the regulatory authority of any complaint that alleges:

- A serious incident has occurred or is occurring while a child is being educated and cared for by the College
- The National Law and / or National Regulations have been contravened.

Serious Incidents

Changes have been made to the definitions of ‘serious incident’ and ‘emergency’ for notification purposes to regulatory authorities.

The notification of a serious incident to a regulatory authority is needed where emergency services attended an education and care service in response to an emergency, rather than as a precaution or for any other reason.

An emergency is defined as an incident, situation or event where there is an imminent or severe risk to the health, safety and wellbeing of any person present at an early childhood service.

A summary of all notifications and timeframes is available on the ACECQA website: www.cecqa.gov.au

The College will notify the regulatory authority within 24 hours of any serious incident at our service (s. 174). This includes any serious injury or trauma to, or illness of a child which a reasonable person would consider required urgent medical attention from a medical practitioner or for which the child attended, or ought reasonably to have attended, a hospital.

A serious incident can include:

- The death of a child while that child is being educated and cared for at the service or following an incident while that child was being cared for by the service
- A serious injury or trauma while the child is being educated and cared for, which:
 - Required urgent medical attention from a registered medical practitioner; or
 - The child attended or should have attended a hospital (eg. a broken limb)
 - Any incident involving serious illness at the service, where the child attended, or should have attended a hospital (eg. severe asthma attack, seizure or anaphylaxis)
 - Any circumstance where a child appears to be missing or cannot be accounted for
 - Any circumstance where a child appears to have been taken or removed from the service premises by someone not authorised to do this
 - Any circumstance where a child is mistakenly locked in or locked out of the service premises or any part of the premises
 - Any emergency for which emergency services attended.

NOTE: It does not mean an incident where emergency services attended as a precaution.

A serious injury, illness or trauma includes:

- Amputation
- Anaphylactic reaction requiring hospitalization
- Asthma requiring hospitalization
- Broken bone / Fractures
- Bronchiolitis
- Burns
- Diarrhoea requiring hospitalization
- Epileptic seizures
- Head injuries
- Measles
- Meningococcal infection
- Sexual assault
- Witnessing violence or a frightening event

Complaints, incidents and serious incidents will be notified to the regulatory authority through the National Quality Agenda IT System (NQA IT System). College management will log in to access the portal and will select the incident or complaint type and enter the required information.

The College is aware that paper-based forms including SI01 and NL01 have been removed.

If the College is unable to access the NQA IT System for events that require notification under the National Law within a 24 hour period, management will contact the regulatory authority for assistance.

If our service only becomes aware that the incident was serious afterwards, we will notify the regulatory authority within 24 hours of becoming aware that the incident was serious.

Sources

Education and Care Services National Regulations 2011

National Quality Standard

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Safe Work Australia Legislative Fact Sheets First Aiders

Safe Work Australia First Aid in the Workplace Code of Practice

APPENDIX A – Incident, Injury, Trauma and Illness Record

Incident, injury, trauma and illness record

Details of person completing this record

Name: Position/role:

Date and time record was made/...../..... Signature:

Child details

Child's full name:

Date of birth:/...../..... Age: Gender : ☐Male ☐Female

Incident details

Incident date:/...../..... Time: am/pm Location:

Name of witness:

Witness signature: Date:/...../.....

General activity at the time of incident/injury/trauma/illness:

.....

Cause of injury/trauma:

.....

Circumstances surrounding any illness, including apparent symptoms:

.....

Circumstances if child appeared to be missing or otherwise unaccounted for (incl duration, who found child etc):

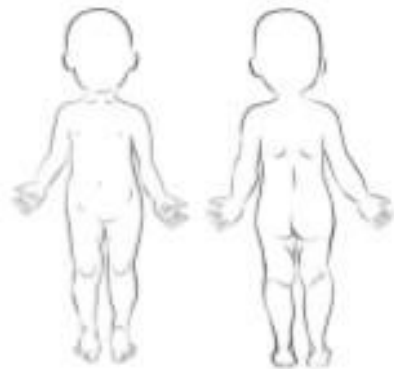
.....

Circumstances if child appeared to have been taken or removed from service or was locked in/out of service (incl who took the child, duration):

.....

Nature of injury/trauma/illness:

Indicate on diagram the part of body affected



☒ Abrasion / Scrape

☐ Allergic reaction (not anaphylaxis)

☐ Amputation

☐ Anaphylaxis

☐ Asthma / respiratory

☐ Bite wound

☐ Bruise

☐ Broken bone / fracture / dislocation

☐ Burn / sunburn

☐ Choking

☐ Concussion

☐ Crush / jam

☐ Cut / open wound

☐ Drowning (non-fatal)

☐ Electric shock

☐ Eye injury

☐ Infectious disease (incl gastrointestinal)

☐ High temperature

☐ Ingestion / inhalation / insertion

☐ Internal injury / Infection

☐ Poisoning

☐ Rash

☐ Respiratory

☐ Seizure /unconscious/ convulsion

☐ Sprain / swelling

☐ Stabbing / piercing

☐ Tooth

☐ Venomous bite/sting

☐ Other (please specify)

Action Taken

Details of action taken (including first aid, administration of medication etc):

.....

.....

.....

Did emergency services attend?: Yes / No

Was medical attention sought from a registered practitioner / hospital?: Yes / No

If yes to either of the above, provide details:

.....

.....

Have any steps been taken to prevent or minimise this type of incident in the future?:

.....

.....

.....

Notifications (including attempted notifications)

Parent/guardian: Time: am/pm Date:/...../.....

Director/educator/coordinator: _____ Time: _____ am/pm Date: ____/____/____

Other agency (if applicable): _____ Time: _____ am/pm Date: ____/____/____

Parental acknowledgement:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

(name of parent/guardian)

have been notified of my child's incident/injury/trauma/illness.

(Please circle)

Additional notes:

APPENDIX B – Safe Work Australia Example of First Aid Kit Contents



APPENDIX C – EXAMPLE OF CONTENTS FOR A FIRST AID KITS

For most workplaces, a first aid kit should include the following items:

| Item | Kit contents |
|--|--------------|
| | Quantity |
| Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart | 1 |
| Note book and pen | 1 |
| Resuscitation face mask or face shield | 1 |
| Disposable nitrile examination gloves | 5 pairs |
| Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack) | 5 packs |
| Saline (15 ml) | 8 |
| Wound cleaning wipe (single 1% Cetrimide BP) | 10 |
| Adhesive dressing strips – plastic or fabric (packet of 50) | 1 |
| Splinter probes (single use, disposable) | 10 |
| Tweezers/forceps | 1 |
| Antiseptic liquid/spray (50 ml) | 1 |
| Non-adherent wound dressing/pad 5 x 5 cm (small) | 6 |
| Non-adherent wound dressing/pad 7.5 x 10 cm (medium) | 3 |
| Non-adherent wound dressing/pad 10 x 10 cm (large) | 1 |
| Conforming cotton bandage, 5 cm width | 3 |
| Conforming cotton bandage, 7.5 cm width | 3 |
| Crepe bandage 10 cm (for serious bleeding and pressure application) | 1 |
| Scissors | 1 |
| Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll | 1 |
| Safety pins (packet of 6) | 1 |
| BPC wound dressings No. 14, medium | 1 |
| BPC wound dressings No. 15, large | 1 |
| Dressing – Combine Pad 9 x 20 cm | 1 |
| Plastic bags - clip seal | 1 |
| Triangular bandage (calico or cotton minimum width 90 cm) | 2 |
| Emergency rescue blanket (for shock or hypothermia) | 1 |
| Eye pad (single use) | 4 |
| Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets) | 5 |
| Instant ice pack (e.g. for treatment of soft tissue injuries and some stings). | 1 |