

FIRST AID

POLICY

Aim:

To ensure our duty of care obligations are met by providing:

- First Aid facilities and requisites.
- Sufficient staff trained to an appropriate competency level.
- First Aid when necessary within the limits of skill, expertise and training.

Implementation:

- The First-Aid co-ordinator maintains all First Aid materials and implements the First Aid Policy.
- The school is legally responsible for providing First Aid to all students between 8.45am and 3.10pm and during school excursions and camps.
- Appropriate numbers of staff are to be trained to the required levels as per DEECD guidelines.
- First Aid packs are to be checked each term and an inventory will be maintained. Prior to an excursion the designated First Aid officer will check the First Aid packs and restock where necessary.
- For all serious injuries, parents will be immediately informed and appropriate action taken.
- For all head injuries, parents will be immediately informed and the student will be sent home or alternate action taken as deemed necessary.
- Serious injuries are to be reported to office staff who will record this on the CASES Accident Register.
- Details and photos of all students with serious medical conditions such as asthma, diabetes or allergies, will be displayed in the staffroom.
- If a student requires medical attention or transportation to hospital, parents will be notified and a staff member will accompany the student in an ambulance if required.
- Where possible, only staff with First Aid qualifications should provide First Aid. However, in an emergency, other staff may be required to do so.

Evaluation:

- This policy will be reviewed regularly as part of the school's three-year review cycle.

This policy was last ratified by School Council in...

November 2013