



First Aid Policy

Purpose

This policy seeks to ensure the workplace health and safety of all employees, students and other staff and covers the operations of the College campus and associated activities.

Scope

This policy applies to the Safety Advisor and staff.

Policy and Procedure Details

The Safety Advisor should ensure that:

- An assessment is conducted at regular intervals (at least annually) to determine the adequacy and appropriateness of existing first aid facilities in the College or workplace.

This may be determined by:

- Conducting walk through surveys
- Reviewing incident, accident and injury or illness data
- Evaluating work processes, other activities and product information
- Appropriate personal protective equipment should be provided, used and maintained
- All students and employees have access to, and are aware of, the location of first aid facilities and are instructed in the procedures to be followed when first aid is required, i.e. advising that all first aid waste should be secured in a plastic bag prior to disposal in the general waste
- Information should be provided through induction training. Other avenues of information provision include newsletters, notice boards, etc.
- When an accident involving a student or staff member occurs, an Injury, Incident or Illness Report must be filled out by the staff member reporting the accident and details recorded on Edumate
- All occasions when medication is administered to a student are to be record on the Administration of Medication Register
- Adequate and appropriate infection control procedures are followed during the provision of first aid services and the disposal of first aid waste
- Confidentiality is maintained.

First Aid Training

The minimum level of training required for first aid is a certificate in HLTAID004 - Provide an Emergency First Aid Response in an Education and Care Setting. First Aid certificates are valid for three years and CPR one year.

The College will determine funding arrangements for accredited first aid training courses.

The College will provide first aid training at least once a year.

First Aid Kits

The Safety Advisor may determine the first aid kit requirements by assessing at regular intervals the first aid needs of the College or workplace.

The College should keep first aid kits in the following locations:

- One main kit in the Sick Room in the Administration block;
- One kit in the Science Laboratory; and

- Two camp kits for College excursions and other variations of College routine.

First aid kits should be clearly identified by a suitable sign or label.

The Safety Advisor should arrange for the shelf life of contents, where applicable, to be kept current.

Referral for First Aid Treatment

Except in an emergency, students who need first aid attention must first report to a teacher before presenting to Admin staff for treatment.

Administration of Medication to Student

For those students who require the dispensing of medications on a regular/long term basis, parents/carers are to complete an Authority to Administer Medication Form.

All prescribed medication is to be kept in a designated cupboard, and not in the first aid kit. The medication is to be in containers and clearly labelled bearing the child's name. The completed Authority to Administer Medication Form is to be kept with the medication for the duration of administering the medication and then placed in the student's file. Each dosage is to be recorded on the Administration of Medication register.

Only Admin staff are to administer medications to students on campus, and only Teachers are to administer medications on excursions and camps.

The College will continue to supply and administer paracetamol to students during school hours or as necessary on the following conditions:

- When verbal permission has been obtained from the parent/carer. (As a precaution, Admin staff will contact parents/carers of primary age students to get verbal permission before administering paracetamol, just in case other medication had been given to the student previously by the parent, or to establish any other reason this medication cannot be administered).
- Where parental/carer permission has been given on the Permission Form for excursions and camps.

All other medications required by students will need to be provided by parents. *Please refer to the CCC Drugs Policy for further details on administering medications.*

Students are not to carry their own medication around with them, with the exception of asthma inhalers for asthmatics and EpiPen for students who suffer with allergic reactions. Plans must be completed and signed as required.

Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next Review
1	20 April 2018	Nathan McDonald	20 April 2018	4 years	April 2022
1.1	20 April 2018	Nathan McDonald	1 January 2021	4 years	April 2022