

# ***FIRST AID POLICY***

## **INTRODUCTION:**

Tallarook Primary School's First Aid Policy has been developed in order to meet the requirements of the *Occupational Health and Safety Act 1985*, outlined in the Code of Practice – First Aid in the Workplace 1995.

## **Principles:**

- The Tallarook Primary School approach towards health and safety is primarily one of prevention.
- Adequate training and resources are to be provided to effectively deliver first aid in the event of sudden illness or injury to students, employees or visitors.
- Effective first aid should be available to all students, employees or visitors who need it.
- In the case of severe injury or illness, the ambulance service will be contacted immediately at the expense of the family.

## **Purpose:**

- To ensure that Tallarook Primary School is supplied with the resources and training necessary to provide effective initial treatment in the event of sudden illness or injury to students or staff.
- To encourage preventative measures which include the development of procedures to minimize emergency situations and to promote safety awareness.

## **Definitions:**

- **First aid** is defined as emergency treatment and life support provided to staff, students and visitors who suffer injury or illness whilst at school.

## **Procedures:**

### ***The Principal shall ensure that: -***

- There is a minimum of one Level 2 First Aider available to assist injured or ill persons. This person shall be trained to a competent level that covers all school requirements.
- A first aider will be available:
  - (i) at the school or workplace during normal working hours
  - (ii) at authorized school activities at other venues, eg. swimming program at pool, etc.
- Appropriate first aid kits, supplies and equipment are provided.
- All staff are aware of the first aid procedures and location of resources
- All staff members, when treating any injured person, will ensure that they take precautions to stop the spread of infectious diseases, especially where blood is involved (e.g. use of disposable gloves).

- Means are available to contact emergency services in the event of sole occupancy, for example a cleaner or staff member working late.
- Any incident that involves a knock to a student's head will be reported immediately to parents and recorded in the First Aid book.
- Moderate to severe injuries will be recorded in the First Aid booklet located in the First Aid Room by the person treating the injury.
- Fluorescent jackets will be worn by staff members on yard duty, providing quick and easy location by students.
- Yard duty personnel to send injured persons to the office.
- Classroom supplies to be refilled every Friday after school.

***Parents and/or guardians are to ensure that they:-***

- Keep the school informed of current emergency contact details concerning students
- Keep the school informed of current medical condition and appropriate history of students.
- Inform the school in writing of any prescribed medication that students need to take in school hours. Where medication is required in spontaneous situations, detailed administration instructions should be provided, for example in the case of asthma attacks.

***First Aiders***

- Notwithstanding the duty of care of first aiders, the treatment of illness and/or injury should be limited to those areas in which the person has received recognised training.

***The First Aid Coordinator shall be responsible for: -***

- administering the First Aid Room and its contents.
- monitoring patients according to their condition.
- Ensuring first aiders administering treatment, record treatment given to any student by completing the first aid book. A copy of treatment provided shall be forwarded with the patient where further assistance is sought. The first aider should respect the confidential nature of any information given.
- reporting any considered hazard to the appropriate workplace Occupational Health and Safety representative and principal.
- ensuring that the first aid resource poster is clearly displayed and updated regularly.
- ensuring office staff and the Principal are notified of any injuries that need to also be reported to Emergency Management (eg: broken teeth, broken bones etc, head injuries).

## **FIRST AID FACILITIES**

### ***First Aid Room***

The Tallarook Primary School First Aid Room should be located to provide easy access to injured persons. It should be well illuminated, ventilated and clearly identified.

The following item is the minimum requirement on camps and excursions

- one mobile first aid kit ( regularly checked prior to event by first aid officer)

DRAFT