

First Aid Policy

Aims:

- For all staff and volunteers to have a clear understanding of the school's policy and procedure for First Aid.
- To support the school to discharge its duty of care role and support its occupational health and safety practices.
- To ensure that all staff and students have access to appropriate and timely first aid.

Guidelines:

- All persons requiring first aid will be guided to the office for assessment.
- First Aid will be administered by the qualified registered teacher on duty.
- The Principal/School Director will be responsible for maintaining the First Aid kits and documentation.
- A current register of First Aid trained staff and volunteers will be located with the First Aid station in the office.
- A current register of confidential "medical at risk" students will be maintained with the First Aid kit.
- All First Aid assessment and treatment will be recorded in the First Aid Register.
- Anaphylaxis and Asthma Emergency information will be visibly located next to the First Aid Station.
- In cases of serious injury or illness, an ambulance will be contacted for emergency transference to hospital.
- In cases of further treatment required, parents will be rung to organise for transference to medical centre for treatment.

Supporting Documents:

- Anaphylaxis Management Policy
- Asthma First Aid Management Policy
- Medicines Administration Policy
- Student Health Policy