

First Aid Policy	Version No:	1
	Review Frequency:	Annually
	Last Review:	Sep-19
	Reviewed by:	Principal
	Approved:	Sep-19
	Approved by:	Board
	Next Review date:	Sep-20

PURPOSE:	Caloundra Christian College is committed to the provision of an effective system of first aid management to protect the health and safety of all staff, students and others who are on-site and also during off-site activities such as excursions, sporting events and camps.
SCOPE:	This policy covers the operations of the College and associated activities, workers, first aiders, parents, students and volunteers.
REFERENCES:	<ul style="list-style-type: none"> • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2006 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2001 (Qld) • Work Health & Safety Act 2011 (Qld) • Work Health and Safety Regulation 2011 (Qld) • Public Health Act 2005 (Qld) • Public Health Regulation 2005 (Qld) • Ambulance Service Act 1991 • First Aid Code of Practice
IMPORTANT RELATED DOCUMENTS:	<ul style="list-style-type: none"> • CCC Work Health and Safety Policy • CCC Lockdown Policy • CCC Emergency Evacuation Policy • CCC Child Protection Policy • First Aid Procedures
DEFINITIONS:	<p>First Aid refers to the immediate care given to someone who is ill or injured until more advanced care is provided or the person recovers. First aid provision also encompasses the identification and management of trained first aiders, resources and equipment.</p> <p>The First Aider is a person who holds nationally recognised Statement/s of Attainment issued by a Registered Training Organisation for the nationally endorsed first aid unit/s of competency, has been identified by the workplace as a trained first aider and agrees to fulfil the role.</p>

POLICY FRAMEWORK AND CONTENT

The 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, workers, volunteers and other people who provide services to the College.

SCHOOL COMMITMENT AND RESPONSIBILITIES

The Principal (or person acting in the capacity of the principal) of the College as required under the WHS Act 2011 and Regulation 2011 is responsible for:

- Provision of first aid equipment based on an assessment of the needs of the College;
- Providing access to facilities for the administration of first aid;
- Providing an adequate number of workers who are trained to administer first aid at the workplace and at external College activities.

To meet these responsibilities, the Principal shall:

- Determine the number of personnel trained in first aid;
- Provide adequate and ongoing training/information for all teachers and ancillary staff as required including CPR and emergency care training;
- Provide sufficient signage for first aid facilities and kits in accordance with Australian Standards;
- Facilitate the development of policy and procedures adapted to the particular requirements of the College;
- Provide ongoing evaluation and review of the needs of the College environment;
- Monitor ongoing compliance with legislative requirements;
- Maintain a reporting and recording system for first aid including a register of injuries;
- Investigate, in consultation with Heads of School and / or WHS Committee 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 all first aid kits within the College;
- Maintaining first aid facilities i.e. sick bays in accordance with legislative requirements;
- Administering medication as determined by the parents signed release form.

Trained personnel taking first aid kits from the College for College 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 of the first aid kit as necessary.

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

RESPONSIBILTiy OF WORKERS

Workers are required under the WHS Act to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. 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, workers are responsible for:

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

Workers 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 e.g. removing first aid supplies from first aid kits and first aid facilities.

RESPONSIBILITIES OF PARENTS AND/OR CARERS

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

- Keeping the College informed of any medical conditions, treatments and medical contact details;
- Providing signed permission forms for staff to administer medications (if applicable);
- Providing staff with appropriate information and training/instruction where medical conditions require specialist treatment;
- Updating the College on any changes in medical conditions and/or required treatments.

CONTINUOUS TREATMENT

Our College Principal and Executive Team, in consultation with the workers through the WHS Committee, will regularly monitor, evaluate and review this First Aid Policy, related guidelines, procedures and relevant records, to ensure continuous improvement of first aid management.

PROCEDURE

See attached procedures for responsibilities and process for administration of first aid.

END OF POLICY

POLICY CHANGES

DATE:	POLICY CHANGES:
10/03/2017	New Policy formulated as existing policy was more procedural.
16/10/2018	No changes to this policy.
10/09/2019	New policy format updated, Hyperlinks added & additional point added to Parents/Carers Responsibility re: permission for staff to administer medication.