



FIRST AID MANAGEMENT POLICY

Definition:

In this policy, 'First Aid' is defined as the provision of emergency treatment and life support to students of Malvern Central School (the **School**) who suffer an injury or illness while at school.

Rationale:

To provide staff of the School with procedures and protocols in First Aid management of students.

Aim:

To effectively manage and implement First Aid at the School and to ensure it meets the specific First Aid needs of students at school or on approved school activities.

Implementation:

1. The role of **students** is to present to a staff member of the School for any First Aid requirements.
2. The role of **parents/carers** is to provide current, accurate and detailed medical information on enrolment of a student at the School.
3. The role of **staff** is to be:
 - 3.1. familiar with the School's First Aid procedures and protocols;
 - 3.2. aware of their duty of care to students in providing First Aid treatment; and
 - 3.3. aware of students with significant health care needs.
4. The role of **nominated First Aid staff** at the School is to:
 - 4.1. ensure that the School meets the Department of Education and Training's (**DET**) requirements regarding the provision of First Aid by means such as the provision of first aid rooms, major and portable first aid kits and training for staff;
 - 4.2. identify First Aid requirements for students with significant health care needs and document them in Student Health Support Plans, Anaphylaxis Management Forms and School Asthma Action Forms;
 - 4.3. manage First Aid communications to staff;
 - 4.4. ensure the School's First Aid procedures and protocols and relevant First Aid information is communicated to all casual relief teachers and new staff members; and
 - 4.5. manage First Aid records held by the School.

Resources:

- WorkSafe Compliance code – First Aid in the Workplace
http://www.worksafe.vic.gov.au/_data/assets/pdf_file/0003/8706/First_aid_CC.pdf

Ratified by School Council:

- DET School Policy & Advisory Guide – First Aid
<http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

All retrieved 16 March 2016

Evaluation:

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

- Next Review Date: 2019

This policy was last ratified by School Council in: ***March 2016***

Ratified by School Council: