

First Aid Policy

Purpose: To ensure that the staff of Daylesford Dharma School are trained and resourced to respond to emergency and other medical support needs of students, staff and visitors to the school.

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.
- To ensure that all staff discharge their duty of care role by recording and documenting medicines administration and the application of First Aid.
- To ensure that all staff have access to annual training and hold current first aid and anaphylaxis management qualifications.

Principles:

The aims of first aid are to preserve life, prevent harm and promote recovery.

First Aid requirements are determined by the Victorian Occupational Health & Safety Act 2004. The Daylesford Dharma School is committed to the provision of high quality first aid and to the recording and documenting of all First Aid interventions and the responsible storing of this information.

The School provides annual training to ensure that Provide First Aid, Provide basic emergency life support, Provide cardiopulmonary resuscitation and twice yearly Anaphylaxis training and briefing, are offered during work hours to staff.

Responsibilities:

Staff:

- are required to acquire and maintain first aid training currency on an annual basis and provide evidence of that training for school records.
- are required to respond to incidents in the school in line with that training, including recording the incidents in a timely manner via the Office register or the Compass platform.
- need to be familiar with the location of all First Aid kits, Epipens and recording stations.
- are required to collect the mobile First Aid kit from the Office or the hand over staff member before commencing their yard duty.
- are required to take their mobile backpacks with Epipen and asthma kits on all excursions.

The Principal:

- is responsible for ensuring that all staff have current first aid qualifications at the commencement of the school year and for organising the staff training to occur before June of each year to ensure ongoing currency in the school.
- will ensure that staff have the information and resources to respond appropriately to any emergency incidences of anaphylaxis and asthma in the school and at off-site activities.
- delegates the collection of current First Aid and Anaphylaxis qualifications evidence and the recording of this information to the Staff Registrations and Qualifications Register to ensure that Staff qualifications are current.
- is responsible for preparing a risk assessment and management plan for students who have been identified as being at risk of anaphylaxis or asthma, and to record and communicate their management plans to all staff and to attach this to classroom rolls and in all First Aid kits and First Aid stations.
- will delegate a First Aid officer each year to ensure First Aid kits are refilled and current.
- will ensure with the First Aid Officer, that the twice annual Anaphylaxis briefing and practice is completed and recorded on the Staff Registrations and Qualifications Register.

Location of First Aid kits and Treatment Stations:

First Aid Kit locations:

Library - Extensive First Aid kit: Epipen, asthma kit, recording station, educational materials, visible student emergency plans. Day bed for injured or ill students. First Aid documentation iPad.

Office - Extensive first aid kit: Epipen, sharps container, asthma kit, recording station, educational materials, visible student emergency plans. First Aid documentation register.

First Aid mobile yard duty kit for yard duty staff handovers.

Classrooms - Mobile First Aid backpacks with student emergency health plans and asthma kits are uniformly located on the wall to the right of each entrance door above fire extinguishers. Manual student rolls with attached student emergency plans located on the teacher desk.

School Buses: First aid kit, asthma kit and student emergency plans.

Review Date: September 2023

Linked Policies:

- Anaphylaxis Management Policy
- Asthma Management Policy
- Medications Administration Policy
- Student Health Policy

Basis of Discretion:

Not applicable