



FIRST AID POLICY

Rationale:

Kambrya College School Council has a duty of care to provide a safe work place for staff, students, volunteers, contractors and visitors.

Aims:

- To provide a first aid system which will be able to treat the injuries and illness of all who are under our "Duty of Care"
- To provide a first aid system which will, when ever possible:
 - Maintain life
 - Protect the injured
 - Prevent further injury; and
 - Promote rapid recovery

Implementation:

- Kambrya College School Council will include within its annual budget, an appropriate amount for annual purchase of first aid materials and equipment
- The college will provide two first aid rooms, an administrative office and such equipment as is required to provide a first aid system capable of meeting the requirements of the college community
- Kambrya College School Council will include within its annual budget, an appropriate amount for the training of staff in first aid
- Kambrya College recognises that in addition to basic first aid training staff require training in anaphylaxis, asthma, diabetes and epilepsy
- Kambrya College will provide training for a minimum of two level three and an appropriate number of level two first aiders. One level three must have a wilderness certificate, the other will oversee first aid in the college
- Kambrya College will provide regular updates of all first aid qualifications as required
- A recording system with dates and results of tests, form an important component of this system, and will be retained in the college office for use as required
- Staff are required to consider first aid requirements when planning all activities
- Staff who are planning out of college activities must ensure appropriate medication is taken for those students who require it. They must also include a suitably qualified and trained person to supervise that medication.
- Kambrya College will not provide any medication or prescription drugs other than Ventolin, or its equivalent. Any medication or drugs so required must be provided by the parents/guardians of the students. This includes paracetamol for pain relief
- All medication and drugs are to be retained in the first aid room and are to be administered by a trained first aider. On camps or excursions they are to be retained in the possession of the first aider.
- The First Aid Policy is to be read in conjunction with The First Aid Protocols. These protocols explain in detail the requirements and responsibilities as outlined in the above dot points.

Evaluation:

This policy will be reviewed by the OH&S officer as part of the college's three-year review cycle, or sooner should changes in the Australian Standards or other relevant information dictate.

This policy was last ratified by College Council in

March 2008