



School Nurses and First Aid Co-ordinators

Rationale:

To outline the role of school nurses and first aid coordinators.

Aims:

To take a lead role in supporting school staff in health support planning across the College.

Implementation:

School nurses or first aid coordinators will undertake a range of responsibilities including:

- Taking a lead role in supporting teachers and principals in health support planning.
- Having knowledge of:
 - All students with a support or management plan.
 - The first aid response noted in the plans.
- Ensuring that student's emergency contact details are up to date.
- Ensuring all medications supplied by the student are within their use-by date.
- Working with staff to conduct regular:
 - Reviews of management strategies.
 - Risk assessments.
 - Develop strategies to raise awareness in the school community about health and safety issues.

Related policies:

- First Aid Needs
- Health Care Needs
- Health Education Approaches

Related legislation:

Occupational Health and Safety Act 2004

Department resources:

Health, Safety and WorkSafe

References:

<http://www.education.vic.gov.au/school/principals/spag/health/pages/nurses.aspx>

Evaluation:

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

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Approved by Kambrya College School Council	May 2018
Responsible for Review	Paul Looker- Assistant Principal and Nicole Topp- School Nurse
Next Review Date	May 2021