

SUNSHINE COLLEGE FIRST AID POLICY

RATIONALE

- To assist in identifying and responding to the First Aid and Healthcare needs of all students.

POLICY GUIDELINES

- The school will ensure that appropriate first aid materials and facilities are provided and that all relevant records are kept including an injury register;
- The school will ensure that provisions are made for a suitable number of teachers to obtain and update every 3 years their First Aid Level 2 training which also includes a yearly update of their CPR training;
- The school will ensure that the correct number of Level 2 First Aid trained staff are at the school during school hours, attend school camps and excursions away from the school;
- All Staff have a duty of care to students and are required to administer first aid when necessary within the limits of their skill, expertise and training.

POLICY IMPLEMENTATION

- Serious injuries that require further medical attention will be recorded on CASES and details sent to DEECD and Work Safe.
- In the case of illness or injury, the school will attempt to contact the student's parent or guardian and/or the student's medical officer and/or an ambulance as deemed appropriate;
- If a student is unwell then the parent/guardian will be contacted as home is the appropriate place for the student to be. If the parent is not contactable a staff member will endeavour to contact the emergency contact person nominated. The student will be made comfortable in the First Aid room and monitored regularly while staff continue to establish parent/guardian contact;
- Time spent in the First Aid room should be minimal.

Asthma Management

- As part of the Asthma Friendly Schools' criteria Sunshine College adopts the Victorian School's Asthma Policy. Please refer to this policy.

Anaphylaxis Management

- Please refer to the Anaphylaxis Policy.