

First Aid Policy

POLICY STATEMENT

The St. Benedict's College community is committed to the care of each and every individual. This includes but is not limited to the provision of emergency care for students and staff. All members of our community have the right to an environment where all feel safe in the knowledge that in the event of an accident, responsible, competent and adequate first aid will be administered.

GUIDELINES

1. The Principal will designate a member of staff as the First Aid Officer.
2. Each member of staff shares the responsibility for ensuring that correct First Aid Procedures are observed.
3. All out of school activities must be accompanied by a teacher who has appropriate First Aid training. In the case of sporting events or overnight excursions at least one staff member must have current CPR training.
4. The school, on an annual basis, will facilitate opportunities for staff to acquire/update qualifications.
5. A central register indicating staff First Aid qualifications and their expiry dates will be maintained by the school office.
6. The school will provide adequate, up-to-date First Aid kits, and inform staff of their location.
7. A risk assessment is to be conducted for all external activities, and, where deemed necessary, a First Aid kit is to accompany the activity.
8. In the event of minor injury or accident at school, the student is to be sent to the front office for first aid. The First Aid officer will decide whether to contact parents, ambulance.
9. In the event of a serious accident the child is not to be moved. The office is to be informed immediately and will contact an ambulance and parents. If a parent is unable to be present, then a member of staff will accompany the child to hospital and remain until a parent/caregiver arrives.
10. In the event of an accident occurring outside of school, supervising staff need to assess the situation and decide whether to render first aid, return the child to school, transport the child to medical care or contact an ambulance.
11. Particular care is needed in managing blood spills. The First Aid officer is to wear disposable gloves on all occasions where blood is spilt.
12. In the event of a head injury, every effort will be made to contact the student's parent. Where the injury involves a blow to the head, an ambulance will be called failing contact with the parent/guardian.
13. No medication is to be dispensed by staff unless authorised by a doctor or parent.
14. In the event of an accident it is the responsibility of the supervising teacher to complete the CEODoW Accident Report at the front office. In the event that the office cannot be contacted eg overnight excursion, then the supervising teacher is to contact parents.

BASIS OF DISCRETION

The Principal reserves the right to review activities and procedures should it be in the best interest of student or staff safety.

SUPPORTING DOCUMENTATION

- School First Aid Manual
- Diocesan Emergency Care guidelines



St Benedict's Catholic College, Oran Park

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POLICY RELEASE DETAILS

Reviewed by Policy Committee **Review Date** 10/10/2018

Approved by Michael Hanratty **Approval Date** 10/10/2018

Evaluation 3 years - 10/10/2021

Access Internal - Staff Handbook, Staff Server
External - SBCC Website

Date of Implementation 31/1/2019

Principal

Date: