



Doctrina Vitae

Bacchus Marsh  
Grammar

# POLICY

## First Aid Policy

Approved: 18/04/2018





## 1 The Hazard – First Aid

- 1.1.1 First aid is the immediate treatment or care given to a person suffering from an injury or illness and, in extreme cases, a quick first aid response could mean the difference between life and death.
- 1.1.2 In many cases first aid can reduce the severity of the injury or illness, as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.
- 1.1.3 To ensure schools meet their specific first aid needs to students at school or on approved school activities, school nurses employed by school councils should be guided by the school's first aid policy & Victorian School Nurses Guidelines.

## 2 Bacchus Marsh Grammar's Policy

- 2.1.1 First Aid is delivered at Bacchus Marsh Grammar on a whole school basis. The Health Centre at Maddingley is the prime centre for the delivery of assistance to the children who are exhibiting signs of illness.
- 2.1.2 The Health Centre is responsible for:
- The coordination of first aid training
  - The provision of a significant centre staffed by two Division 1 registered nurses.
  - The provision of health related advice to senior management and others as required.
- 2.1.3 The Health Centre coordinates the provision of services to other sites at which the school carries out educational activities, in particular Staughton Vale and the Bacchus Marsh Grammar temporary Early Learning Centre at Woodlea and Bacchus Marsh Grammar @ Woodlea.
- 2.1.4 At Bacchus Marsh Grammar @ Woodlea, health services will operate out of a First Aid Station which will be under the control of the Health Centre. The First Aid Station will be staffed by a Level 3 First Aider (who shall also have other duties). The First Aid room will have high order ICT (voice and visual) linkages to the Health Centre at Maddingley Campus. The Staughton Vale Centre will deal with immediate first aid issues in consultation with the Maddingley Health Centre.
- 2.1.5 At Staughton Vale, health services will operate out of a First Aid Station which will be under the control of the Health Centre. The First Aid Station will be staffed by a Level 3 First Aider (who shall also have other duties). The First Aid room will have high order ICT (voice and visual) linkages to the Health Centre at Maddingley Campus. The Staughton Vale Centre will deal with immediate first aid issues in consultation with the Maddingley Health Centre.
- 2.1.6 Particular issues at Staughton Vale have been identified as:
- Falls and Breaks
  - Snake Bite
  - Anaphylaxis
- 2.1.7 Those areas will be particular areas of detailed training and risk implementation.
- 2.1.8 Bacchus Marsh Grammar has developed our first aid plan based upon the size, location and nature of our workplace, the number and composition of workers and students we have, the nature of the hazards we have identified through our OHS Program, and our assessment of our likely first aid requirements, which may include the treatment of cuts, bruises, loss of consciousness, sprains, strains, fractures, shock, burns, anaphylaxis, and cardiac arrest.



- 2.1.9 Our first aid plan is set out in detail in our **Injury Management Program**. Key aspects of the plan are listed in points 3 – 7.

### 3 Injury or Illness

- 3.1.1 First aid requirements for students with identified health care needs should be explained in the Student Health Support Plan or Anaphylaxis Management Plan.
- 3.1.2 If a student feels unwell schools should:
- Assess a range of signs and symptoms which will be determined by the School Nurse or Health Centre Staff.
  - Take action based on the summary of signs and symptoms
  - Immediately seek emergency assistance if it is deemed necessary
- 3.1.3 Information regarding students medical conditions that are supplied at the beginning of each year will be used to aid treatment to students.

### 4 First Aiders

- 4.1.1 All Bacchus Marsh Grammar staff will have the minimum of Provide First Aid Training (Level 2), with a selection of staff being trained in Advanced First Aid (Level 3).

### 5 First Aid Kits

- 5.1.1 First Aid Kits are stored in the Health Centre and are maintained by the Health Centre Staff. They are used to assist with illness and injury to staff and students whilst they are outside the school.
- 5.1.2 Types of First Aid Kits are as follows:

**Red:** This bag is used for excursions and camps. It contains equipment for cuts and grazes, asthma attacks, diabetes and sunscreen.

**Blue:** This bag is used for sports excursions. It contains equipment to help with sporting injuries, including ice packs and strapping tape.

**Black:** This is a back pack and it is used for camps. It contains a larger variety of equipment to ensure injuries can be treated on camps.

**Medications Bag** (red in colour and clearly labelled): This bag contains a thermometer, paracetamol, ibuprofen, antihistamine and antiseptic spray. These bags are provided to staff to take on camps and excursions.

### 6 Defibrillators

- 6.1.1 Bacchus Marsh Grammar has 8 defibrillators placed in appropriate places throughout the Maddingley Campus, 1 defibrillator at the Woodlea Campus, 1 at the Staughton Vale Campus and 1 at the Woodlea Early Learning Centre.

### 7 Oxygen

- 7.1.1 Oxygen is stored in the Health Centre Maddingley Campus. There are 2 O<sub>2</sub> bottles, they are both portable, one is on a wheeled frame, the other is in a carry bag. They are maintained by the Health Centre Staff. Oxygen is only used by a Registered Nurse or Level 3 First Aider.



## 8 Workers Responsibility

8.1.1 All workers are responsible to ensure that:

- They take reasonable care for their own health and safety;
- Comply with any reasonable instruction given to them relating to health and safety in the workplace; and
- Co-operate with and follow first aid procedures and report any injuries or illnesses.

## 9 Implementation

9.1.1 This policy is implemented through a combination of:

- Staff training and supervision;
- Maintenance of medical records;
- Appropriate signage;
- Effective incident notification procedures;
- Initiation of corrective actions where necessary; and
- Effective communication procedures with the student’s parents/carers.

## 10 Discipline for Breach of Policy

10.1.1 Where a staff member breaches this policy Bacchus Marsh Grammar may take disciplinary action.

## 11 Related Policies

- Accident Management
- Bites & Stings Policy
- Medical Records (Student) Policy
- Medication Administration Policy
- Self-Harming Behaviours Policy

## 12 Key References

Safe Work Australia – Model Code of Practice - First Aid in the Workplace\*

\*Model Codes are published by Safe Work Australia. The adoption of these codes may vary within different State and Territory Jurisdictions.

## 13 Authorisation

<b>Policy Document Name</b>	<b>First Aid Policy</b>	
<b>Approval Authority</b>	Andrew Neal	
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