FIRST AID POLICY

Implementation Date: 21 May 2014
Review Date: Term 2 2016

RATIONALE

Zeerust Primary School committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004. The school’s policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off school campus.

PROCEDURE

FIRST AID OFFICERS:

Both of our teaching staff will undertake recognised first aid and CPR training on an annual basis. Staff will maintain currency at senior (Level 2) first aid. The cost of training will be met by the school.

First Aid training Registry:

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>CONTACT NO.</th>
<th>ANNUAL CPR DATE</th>
<th>CERTIFICATE EXPIRY DATE</th>
<th>FIRST AID LEVEL ATTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenda Telford</td>
<td>0.5 main</td>
<td>5829828 2</td>
<td>Start of term 1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Peter Farrell</td>
<td>1.0 main</td>
<td>5829828 2</td>
<td>Start of term 1</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

FIRST AID EQUIPMENT AND FACILITIES:

First Aid kits
The school has two first aid kits.

First aid kit details:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TYPE (portable, fixed, vehicle kit, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff room/office</td>
<td>Large portable</td>
</tr>
<tr>
<td>Staff room/office</td>
<td>Small bumpack</td>
</tr>
</tbody>
</table>

The school has completed the *First Aid Checklist for first aid kits*.

**First Aid room**

The staff room/office is used for this purpose.

**RECORDS:**

The school has established a system for recording all information relevant to the first aid management of an injury or illness. Staff are to note incidents in their professional work diaries. More serious events are to be noted on CASES21.

**ADMINISTERING MEDICATION:**

*When a staff member is authorised to administer specific medications to students, the following information should be provided to the school:*
  * Name of student requiring medication listed on the container – written by pharmacist*
  * Parental authorisation*
  * Medical practitioner’s instructions*
  * Specific dosage to be administered to student*
  * Time medication to be taken by student*
  * Route medication to be taken e.g. oral, inhalation, injection, etc*

*All medication dispensed must be recorded. Parental/guardians permission is required to administer analgesics (pain medication) to students.*

**RESOURCES:**

* Occupational Health and Safety Act 2004 (Vic)*
* First Aid in the Workplace Compliance Code 2008 (Vic)*
* Department of Education and Early Childhood Development website*

Ken Makin                                Peter Farrell
School Council President                  Principal