



First Aid Policy

St Bernard's College is committed to a culture of "zero tolerance" for child abuse. We promote a culture that prioritises the safety and wellbeing of all young people, and continue to respond positively and proactively to Ministerial Order 870 in relation to related policies, procedures, strategies, risk mitigation and our responsiveness to emerging issues.

Rationale

St Bernard's College is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all staff, students and others who are present in our workplace. In accordance with this commitment, provision for first aid facilities and treatment is provided by the College.

It is the policy of the College that appropriately trained staff of the College will be responsible for providing first aid support and facilities to students who are injured or unwell. The term 'first aid' refers generally to the initial care of the ill or injured.

College staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are considered to be the responsibility of the ambulance officer or medical practitioner in attendance.

Aims

The College will:

- provide a duty of care to all students ensuring they are treated as soon as possible in a competent, appropriate and timely manner;
- facilitate communication between home and the College regarding student's health problems;
- provide appropriate supplies, facilities and staff for administering first aid;
- to ensure staff are aware of the College's Anaphylaxis Policy and Procedures.

Implementation

- A first aid room is available for use during school hours. A comprehensive supply of first aid materials will be stored in a locked cupboard in the first aid room. All incidents will be recorded in the student's Medical Maintenance file for future reference.
- maintain a sufficient number of staff trained in First Aid, Level 2. The College maintains a registry of all first aid officers, listing first aid qualifications and renewal dates;
- Any students in the first aid room will be monitored by a staff member as required.
- Parents are responsible for advising the College of medical conditions, allergies, home and emergency telephone numbers by updating the information on the parent portal or submitting an updated Medical Action Plan to the College Reception.
- All high medical risk student details are listed in reception, the sick bay and in the student database accessible to all staff.
- The College does not provide medication (including paracetamol, aspirin, ibuprofen, etc) but may provide basic dressings (refer to the Drug Education Policy). Students who require medication during the day must provide their own supplies in the original (official) packaging, which must be stored in the First Aid Room to be accessed as required. Medication will not be administered by Staff however supervision will be provided. It is the student's responsibility to administer their own medication.

Implementation (continued)

- Students who have a medical condition and need to use prescribed medicine must complete a Medical Action Plan to be signed off by a parent and a medical practitioner. Medical Action Plan's will be stored in the first aid room/reception and processed in the student database accordingly.
- In the event that a student is seriously injured, immobile, or requires treatment beyond First Aid (for example, unconsciousness, head/spine injury, broken leg etc) an ambulance will be called and parents/guardians or emergency contacts will be informed of the situation.
- Medication must be left in the Reception/Administration area with written permission to administer and specific dosage details.
- Staff attending off-site events or camps will need to ensure they collect medical information, a First Aid Kit and any medication from Reception before departing.
- Parents/Guardians should refrain from sending their children to school if they are sick.
- If a student is sick and unable to attend classes, parents will be notified accordingly. Parents should collect their sick child within a timely manner.
- Location of First Aid Kits, AED's and a listing of First Aid Officers can be accessed in School Box.

Evaluation

This policy will be reviewed periodically.

Related Policies

- Anaphylaxis Policy
- Drug Education Policy
- Occupational Health & Safety Policy

Policy Review

Ratified:	September 2019
Last Reviewed:	September 2019
Next Review Date:	September 2022