

Murrayville Community College First Aid Policy

Rationale

- All injured persons must be provided with immediate and adequate treatment of injury and illness at Department of Education and Early Childhood Development (DEECD) workplaces.

Aim

- To ensure the provision of first aid at Murrayville Community College is adequate for this workplace
- To ensure Murrayville Community College complies with the legislative requirements of the Occupational Health & Safety Act 2004 and the Occupational Health & Safety Regulations 2007 in relation to the provision of First Aid.

Implementation

- The Principal and / or the First Aid administration officer assess and record the first aid requirements annually.
- The Principal and / or the First Aid administration officer ensure first aid provisions reflect the first aid requirements of the workplace including First Aid Officer training being made available to First Aid Officers.
- The name and location of each First Aid Officer is displayed in the workplace.
A First Aid Officer is available at the school during normal working hours.
- A process for regularly inspecting first aid provisions is established and implemented.
- The following forms or facsimiles thereof will be utilised. Refer to links below.
 - First Aid Kits Contents Checklist
 - First Aid Summary Sheet
 - First Aid & Infection Control
- It is expected that staff will attend training and updates on specific treatment options eg asthma and allergic reactions.

Evaluation

- This policy will be reviewed annually.

When First Approved: 19th May 2014

When Reviewed / Modified: 19th June 2017

References:

- http://www.eduweb.vic.gov.au/edulibrary/public/ohs/DEE_EHU-27-1-1_First_Aid_and_Infection_Control_Procedure.pdf
- http://www.eduweb.vic.gov.au/edulibrary/public/ohs/DEE_EHU-27-2-1_First_Aid_Risk_Assessment.doc
- http://www.eduweb.vic.gov.au/edulibrary/public/ohs/DEE_EHU-27-3-First_Aid_Summary_Sheet.doc
- http://www.eduweb.vic.gov.au/edulibrary/public/ohs/DEE_EHU-27-5-1_First_Aid_Kits_ContentsChecklist.doc
- http://www.eduweb.vic.gov.au/edulibrary/public/ohs/DEE_EHU_2-2-1_OHS_Activities_Calendar.xls