

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 all staff will attend bi-annual updates on specific treatment options eg asthma, DRSABCD, CPR, anaphylaxis, suspected spinal injuries, head and eye trauma (See Appendix 1).
- Students who require to be in the sick bay longer than 30 minutes will be sent home.
- If the first aider determines that a first aid situation requires an ambulance, then an ambulance will be called, regardless of the student's level of ambulance cover.

Evaluation

- This policy will be reviewed annually, and is to be read in conjunction with the Anaphylaxis Policy and the Duty of Care Policy.

When First Approved: 19th May 2014

When Reviewed / Modified: 25th June 2018

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

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Appendix I – Bi-annual First Aid briefings for all staff

Bi-annual briefings are to be conducted at a staff meeting at the beginning of Terms 1 and 3 each year and are to include the following information:

- Identification of all First Aid trained staff and the location of First Aid equipment
- A recap of the following Basic First Aid Principles, and specific treatment options for life threatening conditions:

DRSABCD

- Danger
- Response
- Send for Help
- Airway
- Breathing
- CPR
- Defibrillation

CPR

- Review the basics of CPR

Asthma

1. Review students that are known asthma sufferers and their action plans
2. Familiarise all staff with signs & symptoms of asthma
3. Familiarise with the steps for treating Asthma, including when to call an ambulance.

Anaphylaxis

1. Review students that have an Anaphylaxis diagnosis and their action plans
2. Familiarise all staff with signs & symptoms of Anaphylaxis
3. Familiarise with the steps for treating Anaphylaxis, including when, where and how to administer adrenalin through an EpiPen and when to call an ambulance.

Suspected Spinal injuries

1. A major/heavy collision or a fall from a height will be treated as a suspected spinal injury.
2. The patient should **not** be moved before the patient is assessed by a qualified first aider.
3. The first aider will determine whether an ambulance needs to be called.

Head trauma

1. If the patient has had a trauma to the head, the first aider will suspect concussion, regardless if there has been any loss of consciousness
2. All patients should be referred to hospital for observation.
3. Patients may be transported to hospital by parents or ambulance.

Eye trauma

1. All patients should be referred to hospital for treatment.
2. Patients may be transported to hospital by parents or ambulance.