

First Aid Policy

Formulated by: College Executive

Based on the policy recommended by the Catholic Education Commission of Victoria (2009). This policy is to be read in conjunction with the College's *Risk Management Policy, Student Wellbeing Policy, Anaphylaxis Management Policy* and *Medication Policy*.

We are caring people. We are each created in God's image and we are called to see the good in others. This occurs through fostering relationships imbued with integrity and compassion between all members of the College community.

Rationale

Ave Maria College is committed to the provision of an effective system of first aid management to protect the health and safety of all College employees, students and visitors as a requirement of the *Occupational Health and Safety Act (Vic) 2004*. The College's policy applies to all who may be affected by injuries or illnesses resulting from College activities, whether on or off College premises.

Intentions

The College will ensure that:

1. Legislative requirements for the first aid service (service) are complied with.
2. A first aid room or designated first aid area is provided.
3. The number of first aid officers at the College meets legislative requirements.
4. Particular risks within the College are taken into account when equipping and staffing the service.
5. Equipment, facilities and supplies are provided as required for the service.
6. Suitable personnel are appointed to staff the service.
7. First aid officers have undergone recognised first aid training and hold current first aid qualifications.
8. At least three staff members hold current qualifications in the use of an automatic defibrillator and oxygen treatment.
9. A registry of all first aid officers, listing first aid qualifications and renewal dates is maintained.
10. The need for services will be assessed for College activities conducted outside College hours and off College premises, and supplied where necessary.
11. A system for recording all information relevant to the first aid management of an injury or illness has been established and maintained.
12. Incident/accident record books are kept.
13. Appropriate arrangements will be made for the transportation of injured people.
14. Appropriate arrangements will be made for sick or injured students to be collected by a parent or guardian.

Consequences

The Principal and leaders / managers are responsible, within the scope of their authority, for ensuring that:

1. The objectives of this policy are integrated into work practices.
2. Effective action is taken to ensure the College's service is appropriate for the College's needs.

Staff are responsible for cooperating with the giving and receiving of first aid, as needed.

Ratified: Leadership and Management Team, November 2006

Reviewed: 30 April 2009, 2012, 2014, May 2016