

## **First Aid Policy**

**Formulated by:** Leadership and Management Team

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 and Medication Policy.

### **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 2004. The College's policy applies to all who may be affected by injuries or illness 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 hazards within the College are taken into account when equipping and staffing the service;
5. Equipment, facilities and supplies are provided as required for the first aid service;
6. Suitable personnel are appointed to staff the service;
7. First aid officers have undergone recognised first aid training;
8. A registry of all first aid officers, listing first aid qualifications and renewal date is maintained.
9. The need for services will be assessed for College activities conducted outside College hours and off College premises, and supplied where necessary;
10. A system for recording all information relevant to the first aid management of an injury or illness has been established;
11. Incident/accident record books are kept.
12. Appropriate arrangements will be made for the transportation of injured people;
13. Appropriate arrangements will be made for sick or injured students to be collected by a parent or guardian;

### **Consequences**

The Principal and 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

**Date:** November 2006, reviewed 30 April 2009