

## NORTHERN BAY P-12 COLLEGE FIRST AID POLICY NBC016

### 1. PURPOSE

All members of the College community, staff, children and visitors have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid on school grounds and on official excursions.

### 2. BROAD GUIDELINES

To administer first aid, provide adequate treatment for children and staff when in need, in a competent and timely manner.

### 3. IMPLEMENTATION

- All injuries to students must be attended to, no matter how apparently minor.
- On each campus a first aid room and first aid kits will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the campus first aid room.
- A first aid kit accompanies all excursions.
- An up-to-date log book located in the campus first aid room will be kept of all injuries or illnesses experienced by children that require first aid.
- The College is committed to training staff in First Aid according to DET guidelines.
- Any children with injuries involving blood must have the wound covered at all times.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the staff member providing the first aid.
- For more serious injuries / illnesses, the parents / guardians must be contacted by the administration staff so that professional treatment may be organised.
- Campus staff must advise parents / carers of any injuries to a child's head, face, neck or back in person or by phone as soon as possible and definitely before the child goes home.
- The DET Accident / Injury form to be completed and signed by principal and details should be entered on CASES 21. Serious injuries, fatalities, or any incident that exposed a person to immediate risk to their health or safety must be reported to the Regional Director and DET Emergency and Security Services Unit immediately on 9589 6266.

### 4. EVALUATION

This policy will be reviewed as part of the College's three year review cycle.

Ref: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaid.aspx>

Document #	Committee Responsible	Review Date	Public Location	Ratified by School Council:
NBC016	OHS / Wellbeing	March 2018	Website	<b>2015</b>
	<b>Related Documents</b>			
NBC016A	Infection prevention and control procedures			
NBC016B	Risk Assessment			