



ST JOSEPH'S PRIMARY SCHOOL LAURIETON DIOCESE OF LISMORE

First Aid Policy

Policy Number:	FAP.1.2
Status:	Ratified
Date Issued:	March 2014
Evaluation and Review:	March 2016
Policy Contact Officer:	School Principal
Related Documentation:	Workers, Health and Safety Act, 2011 Work, Health and Safety Regulations 2011 .

Rationale:

The Principal and staff accept that they have an obligation to deliver First Aid interventions in a timely manner to anyone injured in their care. The procedures for this is in accordance with the Workers, Health and Safety Act, 2011 and the Work, Health and Safety Regulations 2011 .

Scope:

As part of St Joseph's Primary duty of care, we are obligated to provide assistance to injured and sick students and other staff members. If a student/staff member is sick or injured, another staff member(s) must do everything possible to assist that person.

Procedures:**First Aid Attendants**

- The majority of staff members will hold a current First Aid Certificate.
- The majority of staff members will hold current CPR qualifications.

Response Procedures

- Alert closest First Aider.
- Follow procedures as per training.

First Aid Kits

- The main First Aid Kit is located in the cupboard in the Sick Bay room.
- There is 1 portable First Aid Kit and 3 First Aid bum bags located in the cupboard in the Sick Bay room.
- Each First Aid Kit will contain a list of emergency phone numbers including:
 - Emergency 000
 - Mobile Satellite
 - Poisons Information 131126
 - Port Macquarie Base Hospital 65 812000
 - Waniora Parkway Medical Centre 65 82 3000
 - Port Macquarie Ambulance 131 233

Access

- The First Aid Kit will be accessible to all staff
- All First Aid Kits will have masking tape across the zipper to indicate that the Kit has been checked and is fully stocked.
- The Epipen pen will be carried by the Teachers on playground duty, in a bum bag. All staff will be trained in the use of Epipens.
The Epipen bum bags are kept in the classroom of the corresponding student.
Photos of anaphylactic students, and information, are displayed in the student's classroom, in the office area, in the sick bay room, in the canteen, in the staff room and on the student's bum bag. The Epipen bum bag must accompany the corresponding student at all times, eg excursions, sport, Liturgies, outside the school grounds visits and excursions.

Checking

The person responsible for checking the First Aid kits stock and cleanliness will be a nominated staff member.

First Aid Room**Location**

The First Aid room is located in the Administration block next to the Front desk.
The First Aid room will be signed/marked with a sign that reads 'SICK BAY/FIRST AID ROOM' *****

Checking

The person responsible for checking the First Aid rooms stock and cleanliness will be the School Secretaries.

Records to be checked

Document

1. Register of injury
2. Notification of infectious diseases

Who completes the document?

Responding teacher
Principal