

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		First Aid Policy	
Document Classification:		Policy	
Version:	1.0	Date:	19 March 2019

Plenty Valley Christian College's First Aid policy has been written to meet the requirements as outlined in the Occupational Health and Safety Act 2004 and the Code of Practice – First Aid in the Workplace 1995 and based on the Victorian Department of Education and Early Childhood Development First Aid Policy.

PRINCIPLES

- The school's approach towards health and safety is primarily one of prevention.
- Adequate training and resources are to be provided to effectively deliver first aid in the event of sudden illness or injury to students or employees.
- Effective first aid should be available to all students or employees who need it.

PURPOSE

- To ensure that the school has the necessary resources and training to provide effective initial treatment in the event of sudden illness or injury to students or staff,
- To encourage preventative measures which include the development of procedures to minimize emergency situations and to promote safety awareness.

DEFINITIONS

- **FIRST AID** is defined as emergency treatment and life support provided to employees, students and visitors who suffer injury or illness while at work or school.

RESPONSIBILITY FOR POLICY IMPLEMENTATION

The business manager is responsible for ensuring that:

- funding is made available for the training of first aiders at a ratio of 35 students to 1 trained staff member.

The Principal and Heads of School shall ensure that:-

- There is a minimum of one first aider available to assist injured or ill persons at the sick bay. This person shall be trained to a competent level that covers all school requirements such as a level 2 certificate, Asthma and Anaphylaxis.
- A first aider shall be available at the school during normal working hours.
- Appropriate first aid kits, supplies and equipment are provided as per the student health guide.
- All staff are aware of the first aid procedures and locations of resources.
- Adequate hygiene practices are used.
- Means are available to contact emergency services in the event of sole occupancy, for example a cleaner or staff member working late.
- The need for a time allowance for first aiders to perform their duties is addressed by the principal or business manager.

DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document: **First Aid Policy**
Responsible Person: College Nurse
Approved by: Principal
Assigned review period: Biennial
Date of next review: March 2021
Category: Community

Version Number	Version Date	Responsible Person Name	Amendment Details
0.1	20/01/2009	K Galvin	Draft
0.2	30/06/2011	L Hunter	Draft update
0.3	25/08/2011	L Hunter	Draft Update
0.4	18/04/2013	L Hunter	Draft Update
0.5	18/06/2015	L Hunter	Draft Update
0.6	19/06/2016	L Hunter	Draft Update
0.7	01/06/2017	L Hunter	Draft Update
0.8	16/04/2018	L Hunter	Draft Update Policy split into policy and procedure allowing procedure to be kept up to date.
1.0	19/03/2019	Principal	Approved and signed

Approved By:

Date:



Mr John Metcalfe
Principal