



Rationale:

St Mary's Primary School Rushworth is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Occupational Health and Safety Act 2004. The school's policy applies to all who may be affected by injuries or illness resulting from school activities, whether on or off school campus.

Relevant Vision Statements:

In fostering open and supportive partnerships with families as the primary educators of their children.
In building sustainable relationships based upon mutual respect, trust and care in an environment of justice, equality, compassion and hope.

Implementation:

FIRST AID OFFICERS:

The school has provided First Aid training through Stitches First Aid Education annually at the beginning of the school year.

First Aid Officer Details:

NAME	LOCATION	CONTACT NUMBER
Georgia Francis	General Office	03 58561347
Peta Williams	General Office	03 58561347
Catherine Fraser	Principal's office	03 58561347
Thea Parry	F/1 Classroom	03 58561347
Mia Shanahan	Yr 2/3 classroom	03 58561347
Helen Donoghue	Yr 3/4 classroom	03 58561347
Bianca Simmons	Yr 5/6 classroom	03 58561347
Jennifer Hayes	ESO	03 58561347
Laura Martin	ESO	03 58561347
Gerald Doolan	ESO	03 58561347

The school has completed the *First Aid Checklist for first aid personnel*.

First Aid Officer Training:

The school has ensured that all school first aid officers have undergone recognised first aid training through Stitches First Aid Education.

The school maintains a registry of all first aid officers, listing first aid qualifications and renewal date.

First Aid kits

The school has provided the number of first aid kits required according to the number of staff and students at our school.

First aid kit details:

LOCATION	TYPE (portable, fixed, vehicle kit, etc)
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First Aid Room	Fixed
First Aid Room	Portable
Staff Room	Mini-pack for yard duty

The school has completed the **First Aid Checklist for first aid kits.**

First Aid training Registry:

NAME	LOCATI ON	CONTA CT NO.	ANNUAL CPR DATE	CERTIFICATE EXPIRY DATE	1st AID LEVEL ATTAINED	ANAPHYLAXIS TRAINING UPDATE	ASTHMA TRAINING
Georgia Francis	Front office	03 58561347	Feb 2020	Feb 2002	2	Feb 2020	Feb 2020
Catherine Fraser	Princip aloffice	03 58561347	Feb 2020	Feb 2020	2	Feb 2020	Feb 2020
Thea Parry	F/1	03 58561347	Feb 2020	Feb 2020	2	Feb 2020	Feb 2020
Helen Donoghue	YR 3/4	03 58561347	Feb 2020	Feb 2020	2	Feb 2020	Feb 2020
Mia Shanahan	Yr 2/32	03 58561347	Feb 2020	Feb 2020	2	Feb 2020	Feb 2020
Bianca Simmons	F/1/2	03 58561347	Feb 2020	Feb 2020	2	Feb 2020	Feb 2020
Laura Martin	ESO	03 58561347	Feb 2020	Feb 2020	2	Feb 2020	Feb 2020

First Aid room

The school has provided a first aid room or designated first aid area.

The school has allocated the following location as the designated first aid room or area.

LOCATION	PHONE NUMBER
First Aid Room - General Office	03 58561347

The school has assigned responsibility for the room to the listed designated first aid officer/s.

NAME	PHONE NUMBER
Georgia Francis	03 58561347
Peta Williams	03 58561347

The school has completed the **First Aid Checklist for first aid rooms.**

First Aid room contents:

The school has met the content requirements of the first aid room.

The school has completed the **First Aid Checklist for first aid rooms.**

Records:

The school has established a system for recording all information relevant to the first aid management of an injury or illness.

(See Attachments)

First Aid reporting

The school requires staff on duty or who have administered first aid to a student who has hurt/injured their head/face or a significant injury to them (please consult the principal or representative if unsure), must contact the parents of that child and advise them of the accident/first aid treatment. A report must be completed to be recorded on the school’s administration system (SAS2000).

Incident/accident record reports are kept in the following locations:

LOCATION	PERSON RESPONSIBLE	CONTACT NUMBER
School intranet /SIMON	First Aid Officer	03 58561347
Staff room	First Aid Officer	03 58561347
First Aid Room	First Aid Officer	03 58561347

Administering Medication:

The school has designated suitably trained staff to be responsible for the appropriate storage and administration of prescribed and non-prescribed medications to students.

Procedure:

When a staff member is authorised to administer specific medications to students, the following information should be provided to the school:

- *Name of student requiring medication listed on the container – written by pharmacist*
- *Parental authorisation*
- *Medical practitioner’s instructions*
- *Specific dosage to be administered to student*
- *Time medication to be taken by student*
- *Route medication to be taken e.g. oral, inhalation, injection, etc*

All medication dispensed must be recorded on the medication form and witnessed and signed for by a second person. Parental/guardians permission is required to administer analgesics (pain medication) to students.

Staff trained to dispense specific medication:

NAME	LOCATION	CONTACT NUMBER	TYPE OF MEDICATION	TRAINING PROVIDER
Georgia Francis	Admin	58561347	Asthma and other	Asthma Foundation Stitches
Catherine Fraser	Principal	58562347	Asthma and other	Diabetic Foundation Stitches
Peta Williams	Admin	58561347	Asthma and diabetic	Diabetic Foundation Stitches
Thea Parry	Gr F/1	58561347	Asthma and diabetic	Diabetic Foundation Stitches
Laura Martin	ESO	58561347	Asthma and	Diabetic

			diabetic	Foundation Stiches
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All medication administered, must be recorded by the first aid officer on the school's student database or on the **Medication Administration Record**.

Resources:

- *Occupational Health and Safety Act 2004 (Vic)*
- *First Aid in the Workplace Compliance Code 2008 (Vic)*
- *Department of Education and Early Childhood Development website*
- *School Health and Safety: Hands on Guide CCH Australia, 2008*

Forms/Additional Information:

- First Aid checklist – first aid personnel
- First Aid checklist – first aid kits
- First Aid checklist – first aid rooms
- Medication Administration Record
- School Incident/Near-miss Report (on CEVN website)

Evaluation:

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