

First Aid Policy

The Hazard – First Aid

First aid is the immediate treatment or care given to a person suffering from an injury or illness and, in extreme cases, a quick first aid response could mean the difference between life and death.

In many cases first aid can reduce the severity of the injury or illness, as quick and competent first aid calms the injured person and reduces unnecessary stress and anxiety. By law every workplace is required to provide appropriate first aid facilities.

Penola Catholic College's Policy

Penola Catholic College has developed our first aid plan based upon the size, location and nature of our workplace, the number and composition of workers and students we have, the nature of the hazards we have identified through our OHS Program, and our assessment of our likely first aid requirements, which may include the treatment of cuts, bruises, loss of consciousness, sprains, strains, fractures, shock, burns, and cardiac arrest.

Our first aid plan is set out in detail in our Injury Management Program.

Each Campus Office has First Aiders who can be contacted on:

Broadmeadows Campus Office Emergency Number 0425 440 882

Glenroy Campus Office Emergency Number 0425 440 883

DRSABCD Action Plan

In an emergency every second counts. The DRSABCD Action Plan is a seven step guide that will help save lives:

D check for DANGER:

- To you;
- To others; and
- To the casualty.

R check for RESPONSE:

- Ask name or squeeze shoulders; and
- If there is a response, make the casualty comfortable, check them for injuries and monitor their response; or
- If there is no response, send for help.

S SEND for help:

- Call Triple Zero (000) for an ambulance or ask another person to make the call.

A check AIRWAY:

- Open mouth - if foreign material is present place the casualty in recovery position and clear airway with fingers; and
- Open airway by tilting head with chin lift.

B check for BREATHING:

- Look, listen and feel; and
- Normal breathing - place in recovery position, monitor breathing, managing injuries and treat for shock; or
- Not normal breathing - start CPR.

C give CPR:

- If no signs of life (unconscious not breathing, not moving) - start CPR;
- CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by 2 breaths;
- Continue CPR until help arrives or casualty recovers.

D apply a DEFIBRILLATOR (if available):

- Follow voice prompts.

Workers' Responsibility

All workers are responsible to ensure that:

- They take reasonable care for their own health and safety;
- Comply with any reasonable instruction given to them relating to health and safety in the workplace; and
- Co-operate with and follow first aid procedures and report any injuries or illnesses.

Implementation

This policy is implemented through a combination of:

- Staff training and supervision;
- Maintenance of medical records;
- Appropriate signage;
- Effective incident notification procedures;
- Initiation of corrective actions where necessary; and
- Effective communication procedures with the student's parents/carers.

Discipline for Breach of Policy

Where a person breaches this policy Penola Catholic College may take disciplinary action.

Related Policies

Accident Management

Bites & Stings Policy

Medical Records (Student) Policy

Medication Administration Policy

Self Harming Behaviours Policy

Key References

Safe Work Australia – Model Code of Practice - First Aid in the Workplace*

**Model Codes are published by Safe Work Australia. The adoption of these codes may vary within different State and Territory Jurisdictions.*

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