POLICY:
It is the policy of King’s Baptist Grammar School that first aid will be administered to people who become ill or injured at work.

First Aid treatment will be easily accessible for those who become ill or injured at work.

First aid facilities, first aid personnel and first aid kits will be provided in accordance with the WH & S Regulations and relevant Codes of Practice.

All injuries will be referred to first aid persons holding appropriate first aid qualifications.

Records of first aid treatment will be kept for three years and be strictly confidential. (Only available to staff via SEQTA.)

The Responsible Officer will arrange for those members of staff who deliver first aid to have the opportunity to be immunised against Hepatitis B.

Appropriate protective equipment will be provided for those delivering first aid either in a routine or emergency situation.

Exclusion periods in accordance with Department of Health and Ageing recommendations will be observed. (Refer to www.sahealth.sa.gov.au)

Body fluids will be handled in such a way that minimises the risk of transmission of communicable diseases to the person receiving first aid, the first aid giver, cleaners and others who may come into contact with infectious waste.

PROCEDURES:

1. All persons requiring first aid will report to one of the First Aid rooms.

2. First Aid room staff will receive first aid training in accordance with the requirements outlined in the Code of Practice.

3. Those trained in first aid will render first aid in accordance with their training and record any treatment given.

4. The first aid rooms will be the responsibility of First Aid room staff. (Their responsibilities will be outlined by the school.)

5. First Aid room staff are available during the hours of 8.00 - 4.00 each school day. The ambulance, local hospital or medical practice will be called where it is deemed necessary, including outside these hours.

6. A list of emergency numbers will be clearly displayed near all telephones.

7. First Aid kits are located in First Aid rooms and are appropriately sign posted.

8. First Aid room staff are responsible for maintaining the first aid kits.

9. Those in charge of sports teams, working in isolated locations, outdoor education, and excursions/camps are responsible for ensuring that a first aid kit is readily accessible to all persons involved in these activities. The first aid kit is signed out by staff and signed back in upon returning it. The first aid staff then check if it needs refilling.

10. Those involved in outdoor education or camp activities will have the telephone numbers of the nearest emergency medical services readily accessible in the case of an emergency.

Date Implemented: 20/08/13 Review Dates 2016

Signed

Principal ................................................................. Date .................

Chair WH&S committee ................................................... Date .................