



"Caring for Excellence"

First Aid Policy

Child Safe

Viewbank College is a child safe environment in accordance with the Victorian Government Guidelines. Viewbank College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Viewbank College has a Child Safety Code of Conduct consistent with the Department of Education and Training's exemplar.

Rationale

Viewbank College recognised that as a College it is our duty of care to offer and provide First Aid to all staff, students and visitors when required.

Aims

- To offer and provide First Aid treatment where appropriate for all users of the College including students, staff and visitors.
- To provide or seek secondary First Aid where necessary.
- To treat a casualty, relative and others involved with kindness, compassion and courtesy.

Guidelines

- To ensure there are adequate and qualified First Aid staff available to provide First Aid during the school day.
- To ensure that First Aid information is readily available and that all users of the College are aware of the way in which to call for help.
- To ensure that First Aid kits for injuries are available for use throughout the College by all staff and that they are regularly maintained.

Procedures

- All users of the College will be able to contact the First Aider(s) via the main office.
- Once informed of an incident the First Aider will go to the casualty without delay and provide emergency care.
- Secondary aid will be sought if necessary and at the same time the parent/carer or other appropriate adult will be informed.
- If an appropriate adult cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
- All appropriate precautions will be taken by the support staff when cleaning up after an incident involving blood, vomit, etc.

- The First Aider is responsible for recording information concerning serious incidents using an incident notification form. This is recorded on CASES software and reported to the Department of Education and Early Childhood Development (DDECD).
- The First Aider is responsible for ensuring that Emergency and Security Management (ESMB) and WorkSafe Victoria are notified if necessary.
- In the event of a student feeling unwell during a lesson, the teacher will send the student to sick-bay with an escort for further assessment with a First Aider. If the student is not well enough to walk to sick-bay, the teacher should contact the main office and request the First Aider attend with first aid bag/equipment.
- Visits out of College:
 - All staff involved in visits should be aware of any medical issues regarding the students. This information is given in the pupil's care plan and should be taken on all visits. Medicines relating to particular children will be given to the designated member of staff and kept with them at all times. This staff member is to remain in close proximity to that student throughout the day.
 - A First aid kit/back-pack will be made available for each excursion group.
 - Any accidents must be recorded in the School Accident Book, and any other health issues related to the parent/carers.
- All First Aid equipment is regularly stocked throughout each Term. All first aid bags are restocked after each use. Any stock out-of-date is to be removed and replaced.

