

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.

St Catherine's Policy

St Catherine's has developed our first aid plan based upon the size, location and nature of our workplace, the number and composition of employees and students we have, the nature of the hazards we have identified through our OHS Management Systems, 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**. Key aspects of the plan can be accessed through the following links:

- First Aiders
- First Aid Kit
- First Aid Room
- Accident Management Policy

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 (to the tune of "Staying Alive") followed by 2 breaths;
- Continue CPR until help arrives or casualty recovers.

D apply a DEFIBRILLATOR (if available):

- Follow voice prompts.

Employees' Responsibility

All employees 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 St Catherine's may take disciplinary action.

Related Policies

- **Accident Management**
- **Bites & Stings Policy**
- **Medical Records (Student) Policy**
- **Medication Administration Policy**
- **Self-Harming Behaviours Policy**

Key References

WorkSafe Victoria Compliance Code - First Aid in the Workplace

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