

FIRST AID POLICY

This policy is informed by:

- **CMS Duty of Care Policy (reviewed 2015)**
- Work Health and Safety Act 2011
<https://www.legislation.gov.au/Details/F2016L00415>

Statement:

Canberra Montessori School is responsible and committed to ensuring the health, safety and welfare of students, volunteers, employees and external providers to the school. To provide the care, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at school in accordance with the legislative requirements of the WHS Act 2011.

Rationale:

Canberra Montessori School meets the social and moral responsibilities as well as our commitment under the legislation by providing resources including finance for first aid facilities, first aid equipment and appropriate training, policy and procedure. The school will be responsible for maintaining records of staff training in first aid and CPR/emergency care, and collating injury and illness records and information.

School Commitment and Responsibilities:

The management of the school (i.e. Principal or delegate), as required under the WHS Act 2011 and Regulation 2011 is responsible for:

- The provision of first aid facilities and equipment based on an assessment of the needs of the school
- Determining the number of personnel trained in first aid
- Ensuring that a minimum of at least two staff members in the school are trained in first aid
- Providing sufficient time or support to first aiders and others in charge of first aid facilities to perform their duties
- Ensuring adequate signage for first aid facilities and kits in accordance with Australian Standards
- Facilitating the development of policy and procedures adapted to the particular requirements of the school
- Ongoing evaluation and review of the needs of the school environment
- Ensuring ongoing compliance and legislative requirements
- Maintaining a reporting and recording system for injury and first aid
- Allocating a first aid officer in the school

Responsibilities of Trained Personnel:

The person designated as primary first aid officer is responsible for:

- Initial provision of first aid treatment

Other personnel trained in first aid are responsible for the provision of first aid treatment as required and Directors are in charge of classroom first aid kits. The Sport Director is responsible for outdoor first aid kits. Reception is responsible for the sick bay, the defibrillator, first aid kits for excursions and first aid in the sick bay and replenishing all first aid items as required by Directors.

Trained personnel taking first aid kits from the school for school excursions, sports events etc. are responsible for:

- Providing emergency care
- Recording of incidents and injuries using the appropriate forms
- Returning the first aid kit and restocking as necessary
- Informing reception if any items are not available and need restocking

Trained personnel are responsible for:

- Providing basic life support and emergency care that is consistent with their current level of training
- Reporting and recording incidents as per school procedures

Responsibilities of Parents/Guardians:

To ensure the health and safety of students at all times and to ensure that staff have necessary medical information, parents and/or guardians are responsible, in relation to their children, for:

- Keeping the school informed of any medical conditions, treatments and medical contact details
- Providing staff with appropriate information and training/instruction where medical conditions require specialised treatment
- Updating the school of any changes in medical conditions and/or required treatments

While acknowledging the duty of care of trained first aid personnel, such persons must not provide treatment beyond the level of recognised training and/or instruction they have received.

Approved by:	Date:	Next Review Date:
Principal	07/08/2020	07/08/2022