



Heights College First Aid Policy

Our Commitment – Heights College acknowledges its obligation to provide first aid as needed, to ensure the health and safety of staff, students and others involved with the College or its activities. The College is committed to implementing and maintaining a well-coordinated first aid program to fulfil this obligation.

Scope – This policy applies to students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at the College and covers information about the administration of first aid.

Our Goal – To support this policy, Heights College will:

- Comply with all applicable laws, regulations, codes of practice and standards as necessary
- Implement practices and procedures to identify hazards that could result in work-related injury or illness
- Assess the type, severity and likelihood of injuries and illness to determine appropriate first aid arrangements
- Provide appropriate first aid equipment, facilities and training
- Allocate a first aid person/s to monitor access to and maintain first aid kits by undertaking regular checks
- Maintain and train first aid procedures to ensure that workers have a clear understanding of first aid in their workplace
- Provide information about first aid to staff, including location of first aid equipment, names and location of First Aiders and procedures to be followed
- Collect and store medical information of students, within privacy legislation, to make informed decisions when administering first aid or when referring to a more advanced care provider
- Maintain records of first aid treatment given to staff and students
- Consult with workers to ensure first aid arrangements remain adequate and effective

Responsibilities

The **College Headmaster** will ensure that;

- First aid equipment is provided and accessible to all staff and students in the workplace
- All staff and students have access to facilities for the administration of first aid
- An adequate number of workers are trained by a registered training organisation to administer first aid in the workplace

Workers have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with policy and procedures relating to health and safety at the workplace, such as procedures for first aid and reporting injuries and illnesses.

First Aiders must ensure that they do not exceed their training and expertise when delivering first aid.

Definitions

First Aid – the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers

First Aider – a person who has successfully completed a nationally accredited training course

First Aid equipment – includes first aid kits and other equipment used to treat injuries and illnesses

Relevant Legislation & Related Documents

This Policy is to be read in conjunction with the Heights College Statement of Faith as stated in the Heights College Constitution.

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

First Aid in the Workplace Code of Practice 2014

Heights College First Aid Procedures

The Headmaster is responsible for the implementation of this policy.

Signature

Darren Lawson

College Headmaster

Date approved	11 August 2020
Approval authority	Heights College Board
Date for next review	August 2021
Documents superseded by this Policy or Procedure	None
Distributed to	Teacher Kiosk, Heights College Website

Revisions/Modifications			
Version	Date	Summary of changes	Reviewed by
2	August 2018	Approval and Revisions/Modifications boxes added	Business Manager
3	27 February 2020	Our Goal – sixth dot point – word change from Develop to Maintain and Train	Board Governance Sub-Committee
4	11 August 2020	Additional clause added under Relevant Legislation and Related Documents	College Board