



First Aid Policy

The Victorian Registration Standards (sch 4 cl 12) require that Harkaway Hills College must ensure that the care, safety and welfare of all students attending the College is in accordance with any applicable State and Commonwealth laws, and that all staff are advised of their legal obligations under those laws. The College's First Aid Policy falls under these guidelines.

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.

Harkaway Hills College's Policy

Harkaway Hills College has developed our first aid plan based upon on:

- The size, location and nature of our workplace
- The number and composition of workers and students we have
- The nature of the hazards we have identified through our OHS Program
- 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.

DRSABCD Action Plan

The DRSABCD Action Plan is a seven-step guide that will help save lives in an emergency:

D check for DANGER: to you, to others, to the casualty.

R check for RESPONSE:

- Ask name or squeeze shoulders.
- If there is a response, make the casualty comfortable, check them for injuries and monitor their response.
- 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.
- Open airway by tilting head with chin lift.

B check for BREATHING:

- Look, listen and feel.
- Normal breathing - place in recovery position, monitor breathing, managing injuries and treat for shock.
- 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 followed by 2 breaths.
- Continue CPR until help arrives or casualty recovers.

D apply a DEFIBRILLATOR: Follow voice prompts.

- A **DEFIBRILLATOR** is available in the First Aid Room in the College Administration Building.

Staff Responsibilities

All staff must 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.
- Cooperate with and follow first aid procedures and report any injuries or illnesses.

All staff at Harkaway Hills College are trained annually in First Aid. Below is a current list of First Aid qualified staff members:

Name	Position
Baird, Antoinette	Teaching Assistant
Broadsmith, Mary	Principal, Mentor
Burger, Sofie	Year 2 Class Teacher
Castro, Katya	Teaching Assistant
Chavez, Johanna	Music Teacher
Cheong, James	Operations Manager
Exton, Genevieve	Year 1 Class Teacher
Freeman, Elizabeth	Administration Assistant
Galeano, Yimmy	Spanish Teacher
Lim, Ianthe	Year 3/4 Girls Class Teacher
Materia, Maria	Teaching Assistant, Mentor
Monagle, Frank	Mentor
O'Farrell, Johanna	Year 5 Class Teacher
O'Shea, Anthony	Year 3/4 Boys Class Teacher
Sciberras, Tara	Foundation S Class Teacher
Tilley, Catherine	Foundation T Class Teacher
Tilley, Christopher	Physical Education Teacher
Wall, Claire	Mentor

Location of First Aid Facilities

Item	Location
Full First Aid Kit and Facilities	Administration Building: First Aid Room
Emergency First Aid Kit	Administration Building: First Aid Room & Library
Moveable First Aid Kits for Excursions	Administration Building: First Aid Room
EpiPen	Administration Building: First Aid Room & Library
Student Asthma Puffers	Administration Building: First Aid Room & Library
Defibrillator	Administration Building: First Aid Room



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.
- Effective communication procedures with the student's parents/carers.

Last updated: July 2020