

# EXPLORE

## MONTESSORI • ACADEMY

### First Aid Policy

#### 1. Purpose and Scope

The purpose of this policy is to guide the provision of first aid to people suffering injury or illness. First aid services are an important element of work health and safety, facilitating first initial treatment for: - Injuries that may occur in the workplace; and - Acute personal sickness that may impact on staff members, children, or others while at the Explore Academy's premises.

#### 2. Definitions

First aid is the immediate, initial attention to a person suffering an injury or illness. The aims of first aid are to prevent the occurrence of further dangerous incidents, preservation of life, stabilisation of the person's condition, promotion of recovery and protection and comfort of the person. First aiders are any people providing first aid. Premises include indoor and outdoor areas.

#### 3. Principles

The aims of first aid are to preserve life, prevent harm and promote recovery.

#### 4. Outcomes

Any person on Explore Academy's premises (staff, children, consumers, volunteers, students, visitors) have reasonable access to first aid assistance should an injury or illness occur. First aid assistance is provided by trained first aiders, where possible.

#### 5. Risk Management

First aid risks are regularly assessed, identified and managed. Employees are educated in first aid awareness. All staff are trained first aid personnel within 30 days of hire.

#### 6. Policy Implementation

Explore Academy ensures effective implementation of first aid through: - staff having access to policies and procedures relating to first aid - provision of tailored training to persons with specific tasks - record of first aid activities, including first aid training provided and undertaken, information provided to consumers and use of PPE - mechanisms for monitoring compliance with first aid.

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### 7. Policy Detail

Explore Academy is committed to providing a safe and healthy environment for all staff, children, students, visitors and consumers.

#### 7.1 Assessing First Aid Requirements

Workplace activities influence potential harmful consequences for staff, consumers and others. Each worksite is likely to have different first aid requirements. All staff will be trained in First Aid and CPR within 30 days of hire and first aid kits are provided throughout the building. Staff are encouraged to disclose health information which may assist in prompt and appropriate first aid responses to foreseeable medical emergencies.

#### 7.2 First Aid Response

While on duty all staff have a duty of care to themselves and others to provide first aid assistance to the level of their competence, and to call on additional staff if necessary. Emergency medical care and/or an ambulance is to be called if required. Staff trained in first aid provide first aid assistance.

**7.3 Personal Protection** First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid. Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water: - before and after contact with an ill or injured person - after contact with blood or and/or other body fluids or contaminated items - when protective gloves are removed. When soap and water are not available, first aiders will use an alcohol based hand wash or equivalent.

**7.4 First Aid Records** First aid records are integrated with Explore Academy's software system. An Incident Report form is completed by the teacher/staff member and includes: - date and time - name of person receiving first aid - description of symptoms - treatment provided - name of person providing first aid - referral arrangements (e.g. ambulance, hospital, medical service) - name of person completing Incident Report form.