

## FIRST AID REGISTER POLICY

### Rationale

- Tarneit West Primary School (Interim Name) has a responsibility to identify known and foreseeable risks to children and to take reasonable steps to minimise these risks and to support all children in their care.
- The First Aid Register (pro forma attached) lists all staff who can assist in the case of accident and illness in both on and off site activities.

### Purpose

- To ensure children's first aid needs are met at school and on approved school activities.
- To ensure the school responds appropriately to emergency medical situations.
- To ensure Tarneit West Primary School (Interim Name) staff observe their duty of care to children by providing first aid treatment within the limits of their skill, expertise, training and responsibilities.

### Implementation

- All staff who have obtained first aid qualifications will have their name placed on the First Aid Register so that the school knows which staff members can be drawn upon to render first aid or attend school activities.
- Staff who have gained any first aid qualifications outside the school are required to advise the principal so they can be added to this Register.  
A First Aid trained staff member must attend every off-site activity.
- The school will provide first aid facilities such as a first aid room and an appropriate number of portable first aid kits.
- The school will follow the First Aid & Infection Control procedures as set out in the OH&S guidelines and in the school's Bleeding Students/Blood Spills Policy.
- Please refer to the attached register, Appendix A, for the list of current first aid trained staff.
- Please refer also to the First Aid Policy.

### Evaluation

- This register and policy will be reviewed annually, preferably in February.

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2019	34	1	September 2017

References:

[www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx](http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaid.aspx)  
[www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx](http://www.education.vic.gov.au/school/principals/spag/health/pages/firstaidneeds.aspx)

**Appendix A – Tarneit West Primary School (Interim Name) First Aid Register**

<b>Name</b>	<b>Role</b>	<b>Location</b>	<b>Certificate Attained</b>	<b>Review Date</b>