



First Aid and Medication Policy

Prepared by: Executive Staff

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Review by: Executive Staff

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Status: Active

Rationale

The care of people and care for their welfare are integral to the fabric of Irfan College. Irfan College is committed to ensuring the health, safety and welfare of all employees, students and others who are legally present on Irfan College premises. In keeping with this commitment, priority is given to the provision of adequate first aid facilities and first aid treatment for all persons at school.

Guidelines to implementation

Irfan College acknowledges that the privacy, dignity, safety and well being of people are central to Islamic teachings. Irfan College also recognizes that it is responsible and accountable for ensuring the health, safety and welfare of student, employees, volunteers and other people who provide services within the school.

To meet these social and moral needs, Irfan College will provide resources including finance for first aid facilities, first aid equipment and appropriate training, policy and procedure. Irfan College will be responsible for maintaining records of staff training in First Aid and CPR / Emergency Care and collating records and information on injury and illness.

Responsibilities

Irfan College 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
- Providing adequate and ongoing training and information for all teachers
- Providing sufficient time or support for the school nurse and 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 development of policy and procedure adapted to particular requirements of the school
- Ongoing evaluation and review of the needs of the school environment
- Ensuring ongoing compliance with legislative requirements
- Keeping a record of employees who trained in first aid and their level of training

Responsibilities of School Nurse / First aid administer

The responsibilities are as follows:

- Initial provision of first aid treatment
- Maintaining first aid kits within the school and its location
- Maintaining first aid facilities i.e. sick bays
- Administering medication
- Maintaining records of injuries and major incidents for future reference and records

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

- The care of excursion first aid kits
- Providing emergency care
- Recording of incident/injury
- Returning and restocking of the first aid kit as necessary

While acknowledging the duty of care of staff, such persons must not provide treatment beyond the level of recognised training and or instruction that they have received.

Responsibilities of Parents and / or Guardians

To ensure the health and safety of students at all times and to ensure that the school nurse has necessary medical information, parents and/or guardians are responsible for:

- Keeping the school informed of any medical condition, treatment and medical contact details
- Updating the school of any changes in the medical condition and/or required treatment
- Updating the school of any changes in emergency contact details