

First Aid

Policy



Contents

Contents	2
1 Purpose	3
2 Scope of Policy	3
3 Definitions	3
4 Policy	3
5 Responsibility for implementation, monitoring, and continual improvement	3
6 Related policies, procedures and support documents	4
8 Revision Record	4

CATHOLIC EDUCATION OFFICE
PO BOX 179 TORRENSVILLE PLAZA SOUTH AUSTRALIA 5031
TELEPHONE: (08) 8301 6600 FACSIMILE: (08) 8301 6611

www.cesa.catholic.edu.au August 2017

1 Purpose

This policy outlines the position of the South Australian Commission for Catholic Schools (SACCS') regarding the provision of first aid services. SACCS is committed to ensuring the health and safety of staff, students, visitors, volunteers and contractors.

2 Scope of Policy

This policy applies to staff, students, visitors, volunteers and contractors across all Catholic Education SA workplaces.

3 Definitions

Workplace means an area or place where a worker performs his or her duties on behalf of their employer.

4 Policy

It is the policy of the South Australian Commission for Catholic Schools that:

4.1 Catholic schools and Catholic Education Offices;

- fulfil their duty of care in the provision of an adequate first aid service;
- allocate appropriate resources, including equipment, to provide effective first aid responses which reduce, whenever possible, the severity of an injury/illness;
- ensure staff, including designated First Aid Officers, are trained and undertake training every three years, as appropriate;
- apply risk management principles to identify any gaps in first aid provisions;
- respond promptly to those people that are injured or require first aid;
- ensure that staff, students, visitors, volunteers and contractors are aware of how and where to obtain first aid assistance;
- effectively record incidents on injuries and illnesses;
- investigate incidents and first aid responses, for continuous improvement purposes relating to first aid and reducing the risk of injury and
- comply with the provisions of the relevant legislation in regards to providing first aid services.

5 Responsibility for implementation, monitoring, and continual improvement

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

Governing entity/authority	Schools
Directors	Principals

Principal Consultants/School Consultants	School Boards/Governing Councils
--	----------------------------------

6 Related policies, procedures and support documents

This Policy is to be read in conjunction with, and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS) policy, procedure, guideline or support document, including the following:

- [First Aid Procedure \(CSH&W SA\)](#)
- [Duty of Care Policy](#)
- [Duty of Care Procedure](#)
- [Accident/Incident Reporting](#)
- [WHS Policy \(CSH&W SA\)](#)

7 Revision Record

Document Title	First Aid
Document Type	Policy
Document Date	August 2017
Policy Owner	People & Culture Standing Committee
Approval Authority	SACCS
Review Date	August 2022
Revision History	2012