



**Catholic  
Ladies' College**

# First Aid

CATHOLIC LADIES' COLLEGE LTD  
MARY AIKENHEAD MINISTRIES IN  
THE TRADITION OF THE SISTERS  
OF CHARITY

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# Catholic Ladies' College Ltd

(ACN 058 164 891) (ABN 44 058 164 891)

## First Aid Policy

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

### The Hazard – First Aid

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.

### Catholic Ladies' College Policy

Catholic Ladies' College appreciates that from time to time staff, students and visitors may require First Aid treatment during school hours.

Catholic Ladies' College has developed our first aid plan based upon 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 WHS Program, and 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.

Our first aid plan is set out in detail in our Injury Management Program. Key aspects of the plan can be accessed through other first aid links:

- First Aiders
- First Aid Kit
- First Aid Room
- Accident Management Policy

### DRSABCD

In an emergency every second counts. The DRSABCD Action Plan is a seven step guide that will help save lives:

#### D check for DANGER:

- To you;
- To others; and
- To the casualty.

**R check for RESPONSE:**

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

**B check for BREATHING:**

- Look, listen and feel; and
- Normal breathing – place in recovery position, monitor breathing, managing injuries and treat for shock; or
- 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 approximately 100 compressions per minute followed by 2 breaths;
- Continue CPR until help arrives or casualty recovers.

**D apply a DEFIBRILLATOR (if available)**

- Follow voice prompts

**Workers' Responsibility:**

All workers are responsible to 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; and
- Co-operate with and follow first aid procedures and report any injuries or illnesses.

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

## **Discipline for Breach of Policy**

Where a staff member does not adhere to this policy Catholic Ladies' College will be required to take the necessary course of action.

## **Related Policies**

Accident Management

Medical Records (Student) Policy

Medication Administration Policy

Safe Work Australia – Model Code of Practice - First Aid in the Workplace\*

*\*Model Codes are published by Safe Work Australia. The adoption of these codes may vary within different State and Territory Jurisdictions.*