Rationale
All students have the right to feel safe and well, and know that they will be attended with due care when in need of first aid.

Aims
- To administer first aid to students when in need in a competent and timely manner.
- To communicate a student's health problems to parents when considered necessary
- To report to the relevant authority as required.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of appropriately trained staff members

IMPLEMENTATION
- The Principal will:
  - determine the number of first aid trained staff required and the level of first aid training required.
  - ensure that adequately trained staff are available at all times at school and on camps and excursions.
  - ensure this policy and first aid requirements are communicated to staff at the beginning of each year along with revisions of recommended procedures for administering individual medical action plans.
  - ensure a first aid room is available for use at all times along with an appropriate supply of basic first aid materials stored in the first aid room and also in mobile kits available for camps/excursions.
  - ensure guidelines for management of a first aid event are maintained, available and known by all staff – refer Appendix A
  - Annually review the school's performance on first aid to identify performance improvements

This policy should be read in conjunction with the CNPS Distribution of Medication policy and the CNPS Anaphylaxis Management policy, the CNPS Camps Policy and the CNPS Excursion and Incursion Policy

LINKS
Links connected to this policy are:
DEECD First Aid Needs

Evaluation
This policy will be reviewed in 2016 or earlier as required.

This policy was ratified by School Council September 2014
Appendix A:

Guidelines for managing a first aid event and related matters

1. Management of first aid resources:
   - General Office staff are responsible for the purchase and maintenance of first aid supplies, first aid kits, cold packs, log book and the general upkeep of the first aid room.

2. Management of first aid event or illness:
   - Anaphylactic event is managed according to the Anaphylaxis Management Policy.
   - Any student in the first aid room will be monitored by the staff member on duty.
   - All injuries or illnesses that occur during class time will be referred to the administration staff who will manage the incident. All injuries or illnesses that occur during recess or lunch breaks, will be referred to the staff member on first aid duty.
   - An up-to-date log book, located in the first aid room, will be kept of all injuries or illnesses experienced by students that require first aid.
   - Minor injuries only will be treated by staff members on duty, while more serious injuries, including those requiring parents to be notified or treatment by a doctor, require a level 2 first aid trained member to provide first aid.
   - Parents will be contacted by phone to inform them of their student’s condition and to collect the student if necessary.
   - Any student who:
     - is collected from school by parents/guardians as a result of an injury, or
     - who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or
     - has an injury to the head, face, neck or back, where a level 2 first aid trained staff member considers the injury to be greater than ‘minor’
   will be reported on DEECD CASES21 Student Accident/Sickbay program and submitted centrally.
   - For an accident/incident where a student requires medical treatment:
     - by a doctor (e.g. fractures, administration of a drug or medical treatment)
     - immediately as an in-patient in a hospital
     - for a serious injury such as an amputation, a head or eye injury, electric shock, spinal injuries or serious laceration
   the Victorian WorkCover Authority must be contacted on 13 23 60 as soon as the school is aware to obtain a Victorian WorkCover Authority Reference Number, then the Online Incident Notification Form must be completed or the hard copy Incident Notification Form completed and faxed to (03) 9641 1091 within 48 hours and Emergency Security Management must be notified as soon as practicable on (03) 9589 6266.
   - Parents who collect a student from school for any reason (other than emergency) must sign the student out of the school in a register maintained in the General Office.