

1. Objective

This Policy provides an overview of what Cheshire School is required to do to ensure that it meets the first aid needs of students and staff at school, on approved activities and at associated workspaces.

This Policy is designed to:

- Ensure the school community understands the School's approach to first aid for students in the event of illness and/or injury
- Ensure school staff trained in First Aid administer first aid to students and staff when in need in a competent and timely manner
- Ensure the provision of supplies and facilities to cater for the administering of first aid
- Ensure all staff are informed of students with potential life threatening and serious medical conditions such as medically diagnosed anaphylaxis or allergies at risk of anaphylaxis
- Clearly define the responsibilities of staff, parents, guardians and carers and management

All students and staff have the right to feel safe and to be attended to with care when in need of first aid.

This Policy should be read in conjunction with:

- 05.001 Anaphylaxis Management

2. Scope

This Policy applies to all students enrolled at Cheshire School, their parents, guardians and carers, staff as well as to other relevant members of the community such as volunteers and visitors.

3. Context and Guiding Principles

Cheshire School is committed to:

- The safety and wellbeing of all students
- Providing a safe and healthy environment during school hours and whilst onsite and offsite (excursions and special events)
- Responding to the needs of the student if the student is injured, becomes ill, or is traumatized
- Providing information regarding immunisation and the protection of all students from infectious diseases
- Complying with all legislative and regulatory requirements
- Complying with the exclusion requirements for infectious diseases as set out in the [School Exclusion Table](#) for infection diseases as provided by the Department of Health.

4. Definitions

Word	Definition
First aid	<ul style="list-style-type: none"> First Aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
First aid training	<ul style="list-style-type: none"> Designated First Aid Officers are required to have completed recognized first aid training. As a minimum, <i>Provide First Aid – HLTAID003</i> as well as an annual refresher for <i>Cardiopulmonary Resuscitation (CPR) – HLTAID001</i>, should be completed.
First Aid Officers	<ul style="list-style-type: none"> First Aid Officers provide initial care to ill/injured students, staff and others by delivering first aid care in accordance with approved training and, where appropriate, referring the ill/injured person for additional medical advice and care.
First aid equipment	<ul style="list-style-type: none"> This includes first aid kits and other equipment used to treat injuries and illnesses.

5. Policy

The Head of School and staff (permanent and contract) must:

- Be familiar with the school's first aid procedures and with those who are trained in first aid management
- Observe their duty of care to students by providing first aid treatment within the limits of their skill, expertise, training and responsibilities; and
- Ensure '000' is promptly called in any urgent or uncertain circumstances (eg head injuries) requiring an ambulance or further medical advice.

The School will work to ensure any foreseen first aid needs are met by providing resources as outlined in the *First Aid Risk Assessment Checklist*. This includes but is not limited to providing resources such as:

- Asthma and Anaphylaxis kits
- First aid room and major first aid kits, and
- Portable first aid kits and means of communications (e.g. mobile phone) for excursions and other offsite activities

The School is responsible for:

- Ensuring there is always a first aid officer who can assist an injured or ill person
- Ensuring parents, guardians and carers are notified as soon as possible, with the exception of minor injuries (e.g. graze or cut) or illness where a student feels able to return to class
- Ensuring no individual is kept in the first aid room for any longer than necessary and arrangements are made for a parent, guardian or carer to collect the student from the school as soon as practical

- Ensuring sufficient staff are trained in first aid under the provisions of the *Occupational Health and Safety Act 2004* and the Department's [First Aid and Infection Control Procedure](#); and
- Ensuring first aid qualifications are capable of meeting all of the school's foreseeable first aid requirements

For first aid regarding students and staff with known health care needs, the school should manage the situation according to an individual's asthma plan, anaphylaxis management plan, or any other health support plan. In case of any doubt, standard first aid procedures should be followed including contacting '000' for further assistance, where required.

Monitoring, Reporting and Review

The School shall maintain records of:

- First aid training register
- First aider availability roster (published on a public notice board)
- Registry of all visits to the first aid room by the treating first aider
- All head injuries
- Serious injuries

6. Associated Procedures

- 05.002a First Aid and Infection Control Procedures
- 05.003 Administration of Medication Policy
- 05.001 Anaphylaxis Management Policy

7. Relevant Legislation Sources

- [Compliance Code – First Aid in the workplace](#)
- [Occupational Health and Safety Act 2004](#)

8. Other Resources

- Automated External Defibrillators
- DET [First Aid and Infection Control Procedure](#)
- DET [First Aid Kit Contents Checklist](#)
- Guide to Incident Notification
- Infection Control
- [Infectious Diseases minimum periods of exclusion table](#)
- [Ministerial Order No. 706](#)
- [WorkSafe Report an Incident](#)