

Section: Welfare  
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# FIRST AID

## POLICY

The School is committed to promoting the safety and wellbeing of its students and staff and will provide a first aid service for students, staff and visitors.

- The School is equipped to assist a student for minor ailments only. Parents will be contacted if a student has suffered a substantial injury; shows symptoms of illness such as vomiting or has symptoms of a contagious illness of any kind e.g. chicken pox.
- The School Administration and Reception staff are trained in First Aid and are authorised to provide such aid.
- Sub School Receptions have facility to administer First Aid treatment. A First Aid room is set aside and equipped for relevant treatment of minor injuries.
- The First Aid Officer is located in the Main Administration and will typically be the member of staff to whom significant First Aid issues are referred.
- Analgesics will only be administered in an emergency and with parental permission.

## PROCEDURE

- When a student suffers an injury, the supervising teacher will send the student to the relevant Sub-School Reception or the Main Administration First Aid Room.
- If the injury is serious, the teacher will accompany the student.
- If the injury is very serious, the teacher will send for the First Aid Officer.
- The First Aid Officer will assess the injury and treat it accordingly or call an ambulance and notify the parents.
- The Principal is to be notified of all serious injuries.

### First Aid Room

- First Aid Rooms are located in the Main Administration, Middle and Senior School buildings.
- Emergency telephone numbers are posted in each area.
- Students in a First Aid Room must be supervised by an adult.
- A written record is to be kept of any first aid administered.
- The First Aid Officer is responsible for the upkeep and replenishment of supplies and equipment for the School's First Aid Room and for the first aid kits/cabinets throughout the School.

### First Aid Cabinets/Kits

- Each cabinet/kit must contain a current First Aid manual.
- A list of emergency telephone numbers should be located inside the lid.
- Cabinets/Kits should contain the relevant type and quantity of supplies to suit the requirements of the School.
- A First Aid kit must be taken on all off-campus activities.

## Personal Hygiene

- The staff attending a student must wash their hands before and after dealing with the injury.
- When dealing with blood, the first aid attendant will use disposable gloves.
- Broken skin, bleeding or weeping wounds are to be kept covered.

## Non Attendance at School due to a Medical Condition

- Any student with moist skin lesions or abrasions that are weeping or discharging that cannot be covered should avoid attending School.
- Students who are unwell at the beginning of the School day should not be sent to school.
- Any student who is suffering from a medical condition which is infectious, contagious or otherwise harmful to the health of other persons at the School, will be prohibited from attending school.

## RELATED POLICIES

Refer to the 'Accidents and Medical Emergencies (3.2)' and 'Communicable Diseases (3.6)' Policies for further information.