



Health & First Aid Appendix 1: School Procedures



To meet the requirements of the CES Limited First Aid Policy, Sandhurst Catholic Schools must demonstrate the resources available in the school and procedures that will be used to enable the school to meet the policy requirements. .

Conduct a first aid risk assessment of the school (Appendix 2)

Identify the best location/s for first aid in the school

The First Aid room is adjacent to the Administration Office and is supervised by office staff when a student is in the room.

Identify the number of first aid trained officers required

Lucia Southern is in charge of the First Aid room. Most staff are qualified in First Aid-see register.

First Aid level 2.

Lucia Southern maintains the first aid training register.

Storage and distribution of medication to students is always done from the First Aid room, except Ventolin.

Identify the number of first aid kits, their location and contents

Each class has a small first aid kit.

Lucia Southern maintains the first aid kits in the Administration area.

Classroom teachers check the procedure for camps and excursions and make sure all first aid kits and medication forms are up to date.

Bum Bags for yard duty with First Aid material is provided for yard duty teachers. Outside school activities have First Aid bags that are equipped with more materials.

Arrangements for ill students

Supervision of students who require first aid

- during class time is the responsibility of the Administration Staff.
- during school breaks is the responsibility of staff within the staffroom.
- offsite activities such as camps and excursions is the responsibility of the teachers on the excursion or camp.

Students with medical conditions

- a register of students with medical conditions is maintained and kept in the First Aid room.

Maintenance of the register is the responsibility of Lucia Southern.

Storage and distribution of student medication is in the First Aid room.

Communication with parents, guardians and/or carers

School Policies regarding First Aid are in the Office and on the website.

Procedures for contacting parents, guardians and/or carers after an incident or illness is primarily done by the Administration Staff or the child's classroom teacher. If the incident is minor parents are not contacted. All head injuries require parents being contacted in case of concussion.

Requesting medical information from parents, is done annually or when medical conditions change. The Administration Office requests and follows up on this information.