



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. Schools can remove this box if required.

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

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

- Appropriate signage to be used
- Facilities to be provided
- How supervision of the area will be provided

Identify the number of first aid trained officers required

- Who are the first aid officers?
- What training will they receive
- Determine who will maintain the first aid training register
- Determine procedure for the storage and distribution of medication to students

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

- Provide the contents of first aid kits
- Determine who will maintain the first aid kits
- Determine the procedure for camps and excursions
- Determine the procedure for yard duty and school activities

Arrangements for ill students

- Supervision of students who require first aid
 - during class time
 - during school breaks

- o offsite activities such as camps and excursions
- Students with medical conditions
 - o Register of students with medical conditions
 - o Maintenance of the register (listing the role of the person responsible)
- Storage and distribution of student medication

Communication with parents, guardians and/or carers

- Determine where the school's policies and procedures will be made available to the school community.
- Determine the procedures for contacting parents, guardians and/or carers after an incident or illness
- Determine the procedures for requesting medical information from parents, guardians and/or carers