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

Policy Aims
- To administer first aid when in need in a competent and timely manner.
- To communicate health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a level 2 first aid certificate.

Procedure – Staff and CCAE Facilities
- A sufficient number of staff (including at least 1 administration staff member) to be trained to a level 2 first aid certificate, and with up-to-date CPR qualifications.
- First aid kits will also be available in: Kitchen, Workshop, Corridor, and portable kit in Manager’s Office.
- All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- All teachers have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.
- The OHS staff representative is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs.
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

Procedure – Management of Injuries
- All injuries or illnesses that occur at CCAE will be referred to the administration staff who will manage the incident.
- A confidential up-to-date register on ‘S’ drive will be kept of all injuries or illnesses 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 suspected treatment by a doctor - require a level 2 first aid trained staff member to provide first aid.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache tablets will be administered without the express written permission of parents or guardians.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organised. Any injuries to a child’s head, face, neck or back must be reported to parents/guardian.
- Any student who is collected from CCAE 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, or where a teacher considers the injury to be greater than “minor” will be reported on injuries and accidents register.
- Parents of ill children will be contacted to take the children home.

Procedure – Camps and Excursions
- All CCAE camps will have at least 1 Level 2 first aid trained staff member at all times.
- A comprehensive first aid kit will accompany all camps, along with a mobile phone.
- All children attending camps or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on camps and excursions, as well as kept at CCAE.
- Children, especially those with a documented asthma management plan, will have access to Ventolin and a spacer at all times.
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the CCAE to manage first aid, illnesses and medications throughout the year.
- It is recommended, but not essential, that all students have personal accident insurance and ambulance cover.

Evaluation
This policy will be reviewed bi-annually.