Policy Rationale
All CCAE students and personnel have the right to feel safe and well, and know that they will be attended to with due care and diligence when in need of first aid. To honour this duty of care, industrially compliant, easily accessible First Aid Kits will be located in areas of potential industrial risk with phone communication to General Office and ‘000’

Policy Aims
In meeting the needs of injured CCAE clients and personnel, CCAE will ensure locked first aid cabinets are regularly serviced with suitable supplies for emergency first aid use and maintain the training of staff in level II first aid certificate/CPR to meet an emergency event.

Procedure - Administration
CCAЕ will ensure that:
• Enrollees are asked to declare illness/disabilities and, where given, these will be recorded on VETtrak.
• No medication, including headache tablets, will be administered to staff or clients without their express written permission, and in the case of minors the express written permission of parents or guardians.
• Parents of ill students will be contacted to take the students home...ccae does not maintain a sick bay.
• Any injuries to a client’s head, face, neck or back is reported to parents/guardian/partners.
• The Designated Workplace Safety Officer is responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid items.
• All trainer/admin staff have the authority to call an ambulance immediately in an emergency. If the situation and time permit, a trainer/admin staff may confer with others before deciding on an appropriate course of action.
The general rule to apply in an injury event – if unsure, call for an Ambulance and keep the patient calm.

Procedure – Emergency Event - Minor
• All injuries/illnesses occurring in class time will be referred to the Designated Workplace Safety Officer who will manage the incident and record details in the OHS Injury, Illness and Incident Reporting Folder.
• Minor injuries will be treated by staff on duty. Parents of students who receive minor first aid will receive a completed form prepared by the Designated Workplace Safety Officer indicating the nature of the injury, treatments given, and names of staff who provided the first aid.

Procedure – Emergency Event - Serious
• More serious injuries - parents/guardians/partners must be contacted by Reception staff so that professional treatment may be organised and a level II first aid trained staff member will render first aid.
• Any person with injuries involving blood must have the wound covered at all times.
• Any student who is collected from College 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 trainer/admin staff considers the injury is greater than “minor” it will be reported to WorkSafe and Department of Human Services [DHS] by the Designated Workplace Safety Officer.

Procedure – Camps and Excursions
• A comprehensive first aid kit will accompany all camps, along with a mobile phone.
• All students attending camps or excursions will have provided a signed medical form providing medical detail and giving trainer/admin staffs 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 are kept at College.
• It is recommended that all students have personal accident insurance and ambulance cover.

Evaluation
This policy will be reviewed bi-annually.