

APPENDIX D. First aid and first aid system

First aid

First aid is the immediate treatment or care of a person who is injured or becomes ill.

Schools are responsible for ensuring an adequate number of staff are first aid trained. The minimum standard for training is HLTAID011 Provide First Aid.

The principal develops clearly defined plans for managing first aid, independent of community health nurse availability. These plans should be developed in consultation with all staff and should include:

- a risk assessment (staff only) (staff only)
- provision for first aid training and first aid supplies (staff only)
- processes to administer first aid (staff only)
- communication and record keeping processes (staff only).

First aid system

Schools are encouraged to implement a phased system (staff only) for the prevention and management of first aid on school sites:

- prevention involves identifying foreseeable hazards and eliminating or minimising risk of injury or ill-health
- preparedness involves developing plans and processes to ensure the site is well placed to take appropriate action in the event of an incident
- response involves implementing the plans and processes to respond to an incident
- recovery involves taking action after an incident to ensure the impacts are minimised and to implement further prevention and preparation measures.

For further information, refer to:

- Duty of Care for Public School Students policy
- Incident Management on Department of Education Sites policy
- Risk and Business Continuity Management policy.