

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)
- 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.