



First Aid Policy

It is a condition of employment that all class teachers at Korowal possess a current First Aid Certificate.

Newly appointed class teachers who do not have a certificate are expected to attend a first aid course at the school's expense. So far as they are able, teachers will render first aid.

Students

The parents or guardian of the injured person will be notified by telephone, note or other means as soon as possible; a message conveyed by telephone or other means shall be confirmed by a note. The contents of the communication by telephone, note or other means should be restricted to the following particulars:

that the person was involved in an accident and describe the nature of the accident. The detailed events leading up to it, or any opinions of persons or matters responsible or leading to its occurrence will not be discussed;

the injuries sustained may be disclosed so far as any medically unqualified person is able to ascertain;

the action taken, eg first aid, the calling of a doctor or ambulance. The situation of the person may be indicated followed up by a request for instructions (if any) from the parent or guardian as to whether any special action is required to be taken.

Under no circumstances are any statements to be made admitting liability or identifying the cause or persons responsible for the accident. Personal opinions should not be given. The parents may be informed of the manner in which the accident occurred, but any background particulars leading to or concerning the accident are matters which the parent or guardian may take up later.

The injured person will be kept under reasonable observation; occasionally minor accidents have serious results; in some cases it may be advisable to arrange for the person to be conveyed home.

In serious cases where medical attention is obviously necessary the teacher will send for an ambulance or doctor and inform the parent as soon as possible of the action taken.

Costs of transport by ambulance to hospital are covered by school insurance.

Responsibility for treatment lies with the parent or guardian.

An accident report form must be completed as soon as possible following the accident. These forms are available from the Office.

Employees

It is very important that all accidents and/or injuries involving employees are reported to the Office/Principal as soon as possible. An accident form, available from the Office, must be completed as soon as possible.

Policy reviewed	March 2014
Next review	March 2015 unless required earlier
Principal's signature:	