



# First Aid Guidelines

Any need for first aid treatment should be referred to a centre staff member or visiting teacher with current first aid qualifications.

Upon arrival teachers are requested to present the permission/medical information forms. Procedures for recording all first aid treatment and the administration of medication will then be discussed.

Centre staff do not stay on site overnight all residential camps must be accompanied by an adult with a current first aid certificate.

Refer to the following D.O.E.M sites for further information on the following Workplace Health and Safety issues.

**Sun Safety Strategy**  
**Accidents and Incidents**

**D.O.E.M. HS-03**  
**D.O.E.M. HS-08**

Comprehensive first aid kits are located in the administration building and in the kitchen.

**NOTE** A copy of any “Accident/Incident Reports” must be left at the centre prior to departure.

## **FIRST AID PROCEDURES**

**Minor Accidents** – bruises, cuts, burns etc not requiring treatment from a medical practitioner.

All injuries and treatment are to be recorded by the teacher and a copy included in the Accident Register to be kept in the Administration filing cabinet.

**Minor Incident** – cuts, head injuries, sprains, etc requiring treatment from a medical practitioner. After accessing the injury and administering first aid the teacher shall:

- contact the centre principal where possible;
- contact the parent and the principal of the visiting school;
- follow parental instruction if given;
- arrange for transportation to hospital;
- Ensure that the student’s medical history form is sent with the student.

**Major Incident** – injuries involving risks when the patient is moved.

- the teacher will assess the immediate situation and administer appropriate first aid;
- make the injured person as comfortable as possible;
- seek immediate medical assistance;
- notify the parents and the school principal;
- Assist or accompany emergency services to the injured.