

# FIRST AID POLICY

## **STUDENTS WHO ARE ILL:-**

Any student complaining of being too unwell to stay in class should be sent to the front office, accompanied by another student.

The School First Aid Officer will assess the child's degree of illness. If necessary, the parent will be contacted, and asked to come to the school, to take the child home. The child will wait for the parent, either in the sickroom, or elsewhere in the school, such that supervision is provided.

If the parent cannot be contacted, or if the illness does not warrant calling the parent, the child will wait under supervision at the school until normal dismissal time.

Under some conditions, the Principal may agree to the child being taken home by the school.

Students who complain of headaches etc, should also be sent to the School First Aid Officer. These students will be treated as ill, as in paragraph 2. Administering of any drug should only be undertaken in accordance with the Drug Policy.

## **STUDENTS WHO ARE INJURED**

Minor injuries in areas such as Physical Education, Science, Technical Studies, Home Economics and in Junior School classes should be treated in these lessons by the teacher present. These minor injuries are of the cuts and burns variety.

First Aid Kits for treating minor injuries are located in both science laboratories, the Home Economics, Technical Studies and Art Rooms, teacher prep area in Junior / Middle School and in the Printery.

In the event of a serious injury, an opinion should be sought from a more qualified staff member - as identified from year to year. Should the injury justify medical or hospital treatment, the student will be taken to the doctor or hospital, an available staff member will transport the child for treatment. Parents will be contacted and made aware of action taken.

The Principal grants permission for the child to be taken for treatment.

If the injury does not warrant medical or hospital treatment, the procedure for students who are ill should be followed.

Report of Accident (Ed 155) should be completed by the appropriate teacher and given to OHSW officer.

## STUDY LESSONS

- SACE Stage 1 students have at least 5 supervised private study lessons per week. Stage 2 students have 10.
- Students are required to plan for these lessons and;
  - ⇒ report to the supervising teacher at the beginning of the lesson
  - ⇒ have adequate subject work to occupy the lesson
  - ⇒ request permission, if necessary to study/work elsewhere eg in the Art/Tech Centre, Library, Computer Room etc.
  - ⇒ Work quietly in the study room, (some may need to discuss work and that could be done outside in the corridor), thus not disturbing others.
- Staff should;
  - ⇒ report promptly at the study lesson and stay there
  - ⇒ check the roll and follow up absences
  - ⇒ provide notes / permission for student who **MUST** leave the room
  - ⇒ encourage quiet, active involvement in study
  - ⇒ help students where possible
  - ⇒ ensure that a timetable of study lessons remains prominently displayed
  - ⇒ report any persistent or wilful malingerers to the Senior School Coordinator.

### USE OF LIBRARY / RESOURCE CENTRE FOR STUDY PERIODS

- When you are coming to the library during study, report to front desk to find out what areas are available. The library has a booking sheet, which will outline this.
- The library staff are there to assist you in accessing resources. Ask if you need material or need help in accessing it.
- You may go to the library to get a reference book / paper / magazine and stay there to read it. Don't abuse this privilege.
- Use the library resources effectively. It should not be used as a place for social chitchat. Discussions of relevant work are OK, but keep volume down.
- The middle Seminar Room is a community room. It is there to provide a quiet space for community members in which to work in. Use of this space needs to be negotiated with the library staff.
- When you go to the library, there should be some indication of your intention to use library resources. You need to bring appropriate resources (pens / books etc), not just use the library as a place to be.