



KALBARRI DISTRICT HIGH SCHOOL

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FIRST AID POLICY

Accident, illness or injury procedures

Once informed, the class teacher or duty teacher investigate the incident and attend to it.

Minor accidents.

- If it happened whilst on duty, provide first aid and inform the class teacher.
- If it was an accident complete an Accident/incident report form and hand in to the office.

Referring a child to the office.

If the student needs to be sent to the office for rest, observation or to be sent home or to the medical centre for treatment, the teacher needs to send a Notification Advice slip to the Registrar.

Depending on the information they receive, office staff will take action to either put the child in the sick bay and/or phone the parents/emergency contact to explain what has happened and make any recommendations.

Office staff will notify the class teacher with what action was taken.

Office staff will file the Notification Advice in the incident report file.

For an accident, complete an Accident/incident report form and hand in to the office.