



First Aid, Injury and Illness Flow Chart

When a student presents with a complaint, first assess the injury or illness as one of the following:

First Aid Injury / Illness

Requires a single first aid treatment involving only minor injuries or illness and for which the student would typically return immediately to their normal class activities.
(e.g. minor scratch, minor redness from impact, where an ice-pack or water has been used to treat the area.)

ACTIONS:

1. Treat the injury as required
2. Complete 'Student Injury / Illness register' (for anything used other than an ice pack)

Significant First Aid Injury / Illness

A more serious first aid injury or illness but while the student may return to their normal activity after a short monitoring period, due to the unknown severity of the injury and possible later symptoms this type of injury will warrant contact with the parent/caregiver (e.g. a minor head clash, an injury where a dressing has been applied other than a band aid)

ACTIONS:

Initially:

1. Treat the injury as required
2. Monitor student for 10 min

THEN ASSESS:

Is student able to return to routine?

YES

1. Student returns to normal routine
2. Complete 'Student Injury / Illness register'
3. Contact parent and outline injury and treatment

No

1. Contact parent and outline injury and treatment
2. Parent to collect student
3. Complete 'Student Injury / Illness register'

Medical Treatment Injury / Illness

An injury or illness that requires treatment given by medical personnel.

ASSESS:

Does the student require urgent medical attention?

YES

1. Immediately call 000
2. Treat the injury as required

NO

1. Treat the injury as required
2. Contact parent and outline injury and treatment
3. In consultation with parent, assess whether a 000 emergency call is required.

Then determine:

Was this injury due to a failure in process, procedure, infrastructure etc.?

(e.g. a collapse of a structure, failure of equipment or while operating equipment, fall from a height, knocked unconscious or serious injury from a failure rather than rough & tumble of a game)

YES

1. Complete the 'Notification of Student Injury, Illness and Incident Form'
2. Forward IMMEDIATELY to CSO

No

1. Complete the 'Notification of Student Injury, Illness and Incident Form'
2. Keep record of form at school

Please note:

If, at a later point after assessment, an injury is determined to move up in category, then complete the paperwork of the HIGHER category of injury / illness.