



high risk areas – technology and science laboratories, health and physical education facilities, performing arts facilities, workshops or maintenance areas, chemical storage areas  
the number of campuses

ensure there are adequate staff trained in first aid to meet the needs of the particular school environment and population.

Where it is determined that a first aid room is required in a school, the location of this room must be known and easily accessible by the school community and emergency services, and readily identifiable with appropriate signage. This room is not to be used for any other purpose and be well-lit and ventilated. The first aid facility is to be equipped in accordance with the Worksafe compliance code: First aid in the workplace.

If it is not possible to provide a first aid room, an area must be provided for ill or injured staff, students or others to rest. This area should meet as many requirements as possible of those for first aid rooms.

The first aid room or area must be in a location that can be supervised by a staff member with first aid

Communication with parents, guardians and/or carers:

Where will the school's policies and procedures be available to the school community

- determine the procedures for contacting parents, guardians and/or carers after an incident or illness
- determine the procedures for requesting medical information