This is a reminder to schools regarding first aid training in this Diocese. (Please read in conjunction with the emailed First Aid Policy and Procedures [sample] and First Aid Recommendations from Christine Lacey Term 3, 2002.)

1. Requirements of teachers accompanying students on excursions

1.1 Every excursion must be accompanied by at least one teacher with knowledge of Basic First Aid and Emergency Care Procedures.

1.2 All overnight and/or water excursions must be accompanied by a teacher who has qualifications in resuscitation (e.g., Cardio Pulmonary Resuscitation [CPR]).

   It is recommended however that all staff have both current CPR and Emergency Care accreditation.

1.3 The provision of adequate details to parents/guardians and completion of appropriate consent forms by parents/guardians is an essential part of the responsibility of teachers taking students on excursions.

1.4 Prevailing weather conditions (especially when planning water related activities) should be ascertained to ensure that proper supervision of every student is possible.

1.5 Relevant sections of the "Guidelines for the Safe Conduct of Sport and Physical Activities in Schools" document should be read and followed e.g., pages 283 – 289.

2. Courses of instruction for teachers
2.1 *Basic First Aid and Emergency Care*

An appropriate course in basic First Aid and Emergency Care, which includes the management of asthma, epileptic fits and bleeding is offered by both the Royal Life Saving Society and St John Ambulance, Australia. Other providers also offer relevant courses.

On completion of one of these courses (which normally requires two hours), participants are issued with a Certificate of Participation which will be valid for three (3) years.

Teachers who complete such a course would be considered suitably qualified to accompany general, one-day school excursions with no water activities.

2.2 *Resuscitation Training*

The Royal Life Saving Society and St John's Ambulance both offer courses in Cardio Pulmonary Resuscitation (CPR).

The Royal Life Saving Society Course in CPR takes up to four hours (usually much less) to complete, and an examination must be undertaken before participants are considered qualified in CPR.

Accreditation for CPR is for 12 months. The annual refresher course for re-accreditation should take much less time than for the initial course.

Teachers successfully completing CPR training would be considered suitably qualified to accompany both overnight excursions and those involving water activities.

3. **Parent/Guardian information and consent form**

As stated above, it is essential that parents/guardians be provided with complete details of excursions, especially those involving swimming/water activities, before such excursions are undertaken.

Additionally, a detailed consent form must be completed by a parent/guardian before a child is allowed to participate in the planned excursion. In particular, the following are to be addressed:

(i) Details about any swimming/water activities planned for the excursion, including information about the facilities to be used, must be specified.

(ii) There must be provision for a parent/guardian to indicate whether:
(a) his/her child is permitted to participate in the swimming/water activities;

(b) his/her child is a strong, average, poor or non-swimmer (responses in this regard should not lessen the quality or quantity of supervision provided);

(c) special requirements are necessary for his/her child to participate in swimming/water activities, eg the need to use flotation devices.