

Policy and Procedure Guide

Subject: First Aid Certificates	Date Effective: September 2011
	Review Date: By end of December 2012

Responsible to: General Manager

Applies to: All teachers

Purpose: To ensure all Teachers and Head Teachers employed by the Association in permanent positions will have a current first aid certificate from an approved first aid training provider.

Definitions:

- A “first aid certificate” is obtained following attendance at a full first aid course run by an approved provider.
- A “refresher first aid certificate” is required every two years following a first aid certificate to ensure the teacher’s first aid certificate is current.

POLICY

1. All teachers permanently employed by the Association, or employed in a long-term relieving position, will hold current first aid certificates.
2. The Association will arrange and pay for permanent and long-term relieving Teachers and Head Teachers to attend a refresher first aid course.
3. If a teacher cannot attend the first aid course they have been assigned to, the teacher must arrange their own refresher course.
4. If a teacher’s first aid certificate expires they must attend a refresher course within three months of the expiry date. Failure to do so will mean attending a full first aid course.
5. In the case of 3 and 4 above, the Association will pay up the amount it would normally cost for an Association-organised refresher course. The balance, if applicable, will be met by the Teacher/Head Teacher.
6. If any short-term reliever wishes to attend a first aid course, they can enrol on the course and the Association will invoice them the cost of the course.

PROCEDURES

1. The Association will record the date of issue and expiry date of Teachers’ and Head Teachers’ first aid certificates and will advise teachers when their certificate is due to expire.
2. The Association will organise regular First Aid Refresher courses and will enrol permanent and long-term relieving Teachers and Head Teachers on the relevant course. Teachers and Head Teachers will be notified in advance of the course they have been enrolled in.
3. Any Teachers or Head Teachers appointed who do not hold a current First Aid Certificate will be provided with the details of providers regularly used by the Association.