



## **FIRST AID, CPR & ANAPHYLAXIS STAFF TRAINING**

All staff at FCS are required to hold the following training:

- First Aid Level 2
- CPR
- ASCIA anaphylaxis e-training

### **Record Keeping**

- Original certificates are to be sighted by the Principal, copied and stored in Individual Staff Files and under Staff Training.
- Training completion dates and renewal dates are to be recorded on the FIRST AID, CPR & ANAPHYLAXIS STAFF TRAINING FORM.
- Training completion dates and renewal dates are to be recorded on the staff files.
- Renewal due dates are to be entered onto the online school calendar with reminder dates to be set one month prior to expiry of qualification.

### **Renewal**

- First Aid Level 2 - every 3 years
- CPR - Annually
- ASCIA anaphylaxis e-training – every 2 years



FIRST AID, CPR & ANAPHYLAXIS STAFF TRAINING RECORD

NAME:

TRAINING	DATE COMPLETED	RENEWAL DATE
FIRST AID LEVEL 2		
CPR		
ANAPHYLAXIS		

NAME:

TRAINING	DATE COMPLETED	RENEWAL DATE
FIRST AID LEVEL 2		
CPR		
ANAPHYLAXIS		

NAME:

TRAINING	DATE COMPLETED	RENEWAL DATE
FIRST AID LEVEL 2		
CPR		
ANAPHYLAXIS		