First Aid Procedures

Ring 000 for Emergencies

1. All student, staff and visitor injuries, incidents, trauma and illness to be entered into the ‘First Aid’ Book in the kitchen next to the microwave.

2. A note is sent home to parents/carers for all injuries and incidents. Master copy kept in the Policy and Procedure Folder.

3. Parents or Emergency Contacts to be contacted by phone for injuries needing further medical support or advice (poisons info, ambulance, etc). ED 155 form to be completed. IRMS report to be completed by the Director.

Individual First Aid Plans
Refer to ‘Medical Conditions Procedure’.

First Aid Kits
First Aid Kits are kept in the kitchen pantry. First Aid kits are to be replenished in Term 1 and Term 3. A checklist is kept in QA 2 Folder.

Staff Training
Staff Training needs to be reviewed in Term 1 and recorded in QA 2 Folder.

Injury Management
Injury Management Checklist to be Completed in Term 1 and kept in QA 2 Folder.