

FIRST AID POLICY

This document should be read in conjunction with the following policies:-

- Drug Education Policy
- Medication Policy

PURPOSE

The safety of students and staff at Devon Meadows Primary School is paramount. The aim of this policy is to provide staff with clear guidelines for consistent management of first aid related incidents.

GUIDELINES

The procedure for all staff to follow:-

1. Stay calm
2. Ensure safety
3. Ascertain nature of situation
4. **To provide first aid assistance:**
 - teacher first to scene i.e. bandaid
 - Refer child to first aid room (if in yard)
 - First aid to be administered by designated first aid staff member.
 - Send child to general office with an orange 'sick bay request' form (if in classroom)
5. **Staff-room to Sickbay Procedure**

The child will be treated by designated staff member, Patsy Wildin during recess and lunch time, or the office staff if during class time.

If deemed necessary child's parents/emergency contact will be notified.

6. **Sick Bay Procedure:**

- Attendance sheet completed

Accident report completed on Edusafe if it is deemed necessary, ie. if beyond minor ailment

Parent courtesy note completed and sent with child, parents are not contacted

All first aid waste should be disposed of appropriately.

EVALUATION

This policy will be reviewed in November 2015.



COUNCIL APPROVED: _____

DATE: _____