

First Aid Procedures

Our Lady of the Pines Catholic Primary School



Procedures

Following the completion of the first aid risk assessment (First Aid Template 1) each school must outline the following information as it applies in the school and include as appendices to this policy.

- The First Aid Room is located in the staffroom, which is centrally located and used in our school.
 - Appropriate signage on windows of First Aid Room
 - Supervision of the area is with our First Aid Timetable for our break time
- We have the vast majority of staff trained as First Aid Officers and with appropriate training and qualifications
- Student Wellbeing Leader - First Aid Leader
 - First Aid Training at appropriate level
 - The First Aid Leader
- We will also have a LSO First Aid Officer who will upkeep all resources for our First Aid Room and Kits
- Determine procedure for the storage and distribution of medication to students
- We have 3 First Aid kits located outside the staffroom for our 3 Yard Duty Staff as per our timetable
- We also have First Aid kits located in the First Aid room as well as excursion First Aid kits
- First Aid Leader and LSO First Aid Officer to update resources in First Aid Kits and First Aid Room in consultation with Administration Officer
- See Camps and Excursion Policies as well as First Aid Policy for First Aid Procedures
- See Yard Duty Roster Policy and First Aid Policy for First Aid Procedures
- Communication with parents, guardians and/or carers will be via policies on Website, communication via our notification system, individual notification of First Aid incidents as per First Aid Policy as well as relevant forms that need to be signed for various activities
- The policies and procedures will be available through the school website and from notifications sent to parents and carers
- Please see the First Aid Policy for notification to parents and carers of First Aid incidents
- As per First Aid Policy, parents will be required to provide and update medical and personal information to the school at the beginning of each school year and when needed throughout the school year