

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.

- Identify the best location for first aid in the school
 - Appropriate signage to be used
 - Facilities to be provided
 - How supervision of the area will be provided
- Identify the number of first aid trained officers required
- Nominate the first aid officers in the school
 - What training will they receive
 - Determine who will maintain the first aid training register
- Determine procedure for the storage and distribution of medication to students
- Identify the number of first aid kits, their location and contents
- Nominate who will maintain and update the first aid kits and contents in the school
- Outline the first aid procedures for camps and excursions
- Outline the procedure for yard duty and school activities
- Communication with parents, guardians and/or carers
- Indicate where the school's policies and procedures will be available to the school community
- Outline the procedures for contacting parents, guardians and/or carers after an incident or illness
- Outline the procedures for requesting medical information from parents, guardians and/or carers

[First Aid Procedures](#)