



**ACT**  
Government  
Education

**Charnwood-Dunlop School**  
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School Policy: **First Aid**

Review Date: **2023**

Related Policies and Procedures: **Health and Safety Policy ACT ED**

All staff will be instructed annually in the First Aid procedures at the school, the location of First Aid kits, treatment plans for children with special medical conditions, the identification and location of First Aid Officers in the school and procedures to be followed when First aid is required.

### **First Aid Officers**

Charnwood-Dunlop School will ensure there are at least 2 appointed First Aid Officers in the school with current nationally recognized qualifications and ensure at least one First Aid officer is in the school and one in the preschool.

A register of First Aid officers with current qualifications will be kept by the school and available from the front office. The school will organize training and updating of First Aid qualifications annually as required.

First Aid officers are responsible for the initial care of injured staff/children/third parties by rendering care in accordance with their approved training.

First Aid Officers record all treatments administered to staff, children or others in a First Aid and Medication Register kept at the Front office of the school and in the teachers' office in the preschool

### **First Aid Kits**

First Aid Kits will contain the prescribed contents as outlined in Health and Safety Policy ACTED pgs. 12-13.

First Aid Officers will be responsible for checking and replenishing First Aid kits at the beginning of each school term. A First Aid Kit will be kept in the First Aid room at the school and one at each of the verandahs at the preschool. A further two portable first aid kits will be kept in the First Aid room at the school for use on excursions.

### **Treatment Plans for Children with Medical Conditions**

These will be kept in a folder in the first aid cupboard of the children's bathroom at the preschool. These are to be stored with a Ventolin inhaler, spacer and EpiPen. A listing of children with medical plans will be displayed on the kitchen noticeboard of each preschool classroom.

Communication and Risk Minimisation Plans will be developed and on file for all children with a known medical condition.