

## **First Aid Procedures**

- 1. Teachers on first aid duty are responsible for all children requiring first aid for the duration of lunch and recess until the music commences.**
- 2. First Aiders are responsible for completing the first aid record book and the parent slip.  
Please make detailed entries including how the injury occurred, so that information is available at a later date, if there is an inquiry about procedures which took place.  
Don't hesitate to consult another First Aider to confirm your treatment.**
- 3. First Aiders are responsible for contacting parents if required.**
- 4. PARENTS MUST BE CONTACTED in all cases involving knocks / injuries to the head or parts of the head eg. Eyes**
- 5. Ice packs are NOT to be applied to any part of the head.**
- 6. In the case of a serious inquiry and neither parents nor emergency contacts can be contacted, the First Aider may accompany the child to the nearest medical facility or an ambulance will be called.**
- 7. First aiders need to check on children in the sick bay at regular intervals.**
- 8. At the end of recess / lunchtime, first aiders are responsible for handing over any children still in the sick bay to Anne.**
- 9. Anne / Mandy will notify grade teachers of students who are still in the sick bay after the bell or have been sent home.**
- 10. Mandy and Anne are available to assist when there is a rush on or there are major injuries.**

**Please Note: See also First Aid Policy**