GLEN HUNTLY PRIMARY SCHOOL

**NO. 3703**

**FIRST AID ROOM POLICY**

**PURPOSE:Page Content**

**PURPOSEPU**

To ensure Glen Huntly Primary School provide facilities to enable health support.

**Policy**

Glen Huntly Primary School must have facilities to allow provision of basic first aid care, as well as first aid treatment such as minor cuts, scratches, bruising and for bodily injury, to enable first aid support for a non-emergency situation and to provide an appropriate room and first aid conditions for an emergency student to be kept and monitored until an ambulance or paramedic arrives.

**Minimum requirements**

The minimum requirements for a first aid room are contained in the Department's First Aid & Infection Control Procedure see: [Department resources](http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidrooms.aspx#2). The First Aid officer (Level 2 trained member of staff, will ensure that the first aid room is maintained as per DET (Department of Education and Training) requirements.

**First aid room**

Facilities for first aid should allow:

* precautions against infection see: Infectious Diseases within [Related policies](http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidrooms.aspx#1)
* reassurance and comfort, with a safe level of privacy; dignity; comfort and independence.
* employee and volunteer health, safety and welfare
* associated record keeping in accordance with privacy and confidentiality see: Health Records and Privacy within [Related policies](http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidrooms.aspx#1)

**Supervision**

The first aid room should allow for short-term supervision and the ability to summon further assistance if required.

The level of supervision required in the first aid room varies depending on the case. For example, supervision:

* should be required for a student who has had a blow to the head and is feeling dizzy
* may not be required for a student with a slight headache, who needs a lie down.