GLEN HUNTLY PRIMARY SCHOOL

**NO. 3703**

**PORTABLE FIRST AID KIT POLICY**

Page Content

**PURPOSE:**

To ensure Glen Huntly Primary School provides first aid support where required, for the purposes of taking on school excursions or yard duty.

**Prerequisite policy**

See: [Major First Aid Kits](http://www.education.vic.gov.au/school/principals/spag/health/Pages/firstaidkit.aspx)

**Identifying requirements**

The DET’s (Department of Education and Training) First Aid and Infection Control Procedures and licensed first aid training providers can assist schools to decide:

* how many first aid kits they need
* where they should be located
* the contents of the kits.

See: [First Aid and Infection Control Procedures](http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx)

**CONTENTS**

The contents of these kits depends on the:

* number of students and staff
* nature of the activities being undertaken
* location of excursions and the activities to be undertaken
* should be stored in a clear tupperware type box with a list of contents on the lid
* teachers are asked to not change the containers for kits
* teachers must report any kit deficiencies or depletions present in kits to office staff
* there should be at least four available and fully stocked portable first aid kits available for use on excursions

Ambulance Victoria recommends portable first aid kits should include:

* a first aid manual of a smaller size specialised, if possible, to the activities being undertaken, such as:
	+ Emergency First Aid: A Quick Guide, available from St John Ambulance Australia
	+ First aid Notes*,* available from Australian Red Cross
* emergency blanket
* puffer/spacer
* saline solution (squeeze tubes)
* eye pads
* triangular bandage
* roller bandage
* gloves - two pairs of single use nitrile gloves
* gauze and band aids
* a resuscitation face mask
* snake bite kit
* ice-pack
* scissors
* if possible, a device to call for assistance such as mobile phone, cordless phone, or two way radio. Members of staff who possess mobile phones are encouraged to have them on their person during yard duty
* at least one member of staff must have a functional mobile phone whilst on a school excursion

The above listed contents and functional condition of the portable first aid kit needs to be maintained by the office staff. Teachers must report any deficiencies in the portable first aid kit, by checking the contents of the kit against the laminated list on the lid.