



Policy Name	First Aid Policy
Related Policies and Legislation	
Policy Category	Student Wellbeing & Safety Staff Safety & Wellbeing Community
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	11 September 2010 12 April 2015 – Re-Formatted
Date Set for Review	September 2016
Person/s Responsible for Review	Treetops Administration

First Aid Policy

The purpose of this policy is to ensure that adequate First Aid is available to all persons on campus at all times, with as little delay as possible.

1. Each area will have a well stocked First Aid Kit which adheres to St John Ambulance requirements.
2. These will be in an **easy to access**, yet **secure**, place within the room.
3. All adults working in the area will be made aware of the location of the First Aid Kit.
4. Students will **not** be permitted access to the First Aid Kit; they must consult with a staff member who will access the kit on the student's behalf.
5. First Aid Kits will be **checked monthly** by a classroom teacher and a stock take given to the office so that the kit can be restocked as required.
6. Familiarisation sessions with the equipment within the kit will be provided for staff as required.
7. The school encourages ALL staff to complete at least a minimum First Aid Certificate and requires at least one person in each area to hold an acceptable form of First Aid qualification.