First Aid Policy Procedure:
1. Display posters – First Aid Overview WHS Directorate.
2. Display list of ‘Student Medical conditions Awareness Document’ in all classrooms, staffroom, class programs and in casual booklet.
3. Staff to regularly update First Aid training and Epipen training.
4. Have First Aid kits in staff room, office and kits to take on excursions. Basic kits for each classroom. All first aid kits to be kept up to date.
5. Present draft first aid plan to staff for their input.
6. Communicate injury management process to all staff to ensure they have an understanding of the process.
7. Inservice all staff on new procedures including new forms to be used to record injuries.

First Aid Plan Policy Statement:
- No medicines are to be given to students without the permission of the parents/carers. The permission must be in writing.
- Wollongong West Public School is committed to providing first aid to injured or ill staff, students, visitors, volunteers and contractors in accordance with statutory and regulatory obligations.
- The school will put into use systems and procedures for the provision of first aid in the school and for authorized departmental activities outside the workplace.
- The school will regularly update all staff training and instruction in first aid commensurate with their roles and responsibilities to enable them to comply with this policy.
- The school will review its systems and procedures periodically to ensure the content remains relevant and consistent with NSW Department of Education objectives.

Related Documents
See also Wollongong West Public School’s ‘Healthcare plan of students’.
See also ‘Nut/Anaphylaxis Awareness Policy’.