


REF NO:	WA-POL-007	DATE OF IMPLEMENTATION:	28 September 2021	
VERSION NO:	1	LAST REVISION DATE:	28 September 2021	


Wadeley Academy

OPERATIONAL STANDARD/POLICY

First Aid Box Policy


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DOCUMENT CHANGE RECORD			
Rev	Date	Section(s) of Change	Rescription of Revision
	2021/11/22	Document Creation	

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1 Purpose

The aim of the policy is to outline the requirements for the first aid boxes situated at Wadeley Academy

2 Scope

This procedure applies to all Wadeley Academy staff, parents and students

3 Definitions, Acronyms and Abbreviations


Parent' means:

- The biological parent or guardian of a learner.
- The person legally entitled to custody of a learner; or
- The person who undertakes to fulfil the obligations of a person referred to in paragraphs and towards the learner's education at school.

Abbreviation	Explanation
WA	Wadeley Academy
PR	Principal
VPR	Vice Principal
CT	Class Teacher
P/S	Policy/Standard

4 Responsible for Implementation

HM, VHM and CT

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5 Policy

5.1 Minimum Requirements

Item No	Description	Check
Item 1	Wound cleaner / antiseptic (100ml)	
Item 2	Swabs for cleaning wounds	
Item 3	Cotton wool for padding (100g)	
Item 4	Sterile gauze (minimum quantity 10)	
Item 5	1 pair of forceps (for splinters)	
Item 6	1 pair of scissors (minimum size 100mm)	
Item 7	1 set of safety pins	
Item 8	4 triangular bandages	
Item 9	4 roller bandages (75mm x 5m)	
Item 10	4 roller bandages (100mm x 5m)	
Item 11	1 roll of elastic adhesive (25mm x 3m)	
Item 12	1 Non-allergenic adhesive strip (25mm x 3m)	
Item 13	1 Packet of adhesive dressing strips (minimum quantity 10 assorted sizes)	
Item 14	4 First aid dressings (75mm x 100mm)	
Item 15	4 First aid dressings (150mm x 200mm)	
Item 16	2 Straight splints	
Item 17	2 Pairs large and 2 pairs medium disposable latex gloves	
Item 18	2 CPR mouth pieces or similar devices	
Item 19	An adequate supply of absorbent material for the absorption of blood and other body fluids spilled	
Item 20	Disinfectant to disinfect the area after cleaning up blood and other body fluids spilled.	
Item 21	2 Pairs large and 2 pairs medium disposable rubber household gloves.	
Item 22	A suitable sized impervious bag for the safe disposal of blood and other body fluid contaminated biohazard materials	
Item 23	Arnica	
Item 24	Germolene	
Item 25	Anthisane	
Item 26	Savlon	
Item 27	Saline water	
Item 28	Cotton swabs or gauze	
Item 29	Plasters	
Item 30	Burn Shield	