

 Department of Education and Early Childhood Development	<b>Procedure No. DEE EHU-27-3-2</b>
	<b>Authorised By: Manager EHU</b>
<b>Title: First Aid Summary Sheet</b>	
<b>Issue Date: April 2011</b>	<b>Review Date: Feb 2025</b>
<b>Page Number: 1 of 1</b>	

***This sheet should be displayed near first aid kits, in first aid room/sick bay and on notice boards***

**General**

LOCATION ADDRESS: 20 Burdap Place, Mount Evelyn

NEAREST CROSS STREET: Hereford Road, Mount Evelyn

LOCATION OF FIRST AID ROOM: Atrium, (covered area between main office and staff room).

**Victorian Poisons Information Line**

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency

**First Aid Officers** (*Trained to level 2 – HLTAID003*)

**Emergency Contact Numbers**

Police: _____	000	Fire Station: _____	000
Ambulance: _____	000	Poisons: _____	131126

**Nurses**



Danielle Leu (Wed, Thu, Fri)  
First Aid Room  
Telephone extension 200



Sarah Lyons (Mon & Tue)  
First Aid Room  
Telephone extension 200

**Incident Controllers**

Name: _____	Tammy French	Work location: _____	Principal's Office
Name: _____	Danielle Gipp / Phil Ware	Work location: _____	Assistant Principal's Office

**Evacuation Assembly Point** (at least 200 metres away from work area)

Car park beyond Early Learning Centre.

**Nearest Medical Centre**

Telephone: 9736 2393

Address: Mount Evelyn Medical Centre, 27-29 Hereford Road, Mount Evelyn

**Nearest Hospital**

Telephone: 9871 3333

Address: Maroondah Hospital, Davey Drive, Ringwood East.

**Emergency & Security Management Branch**

Telephone: 9589 6266

updated: 6/02/2024