

## Aldinga Community Kindergarten

### First Aid policy and Procedures.

At Aldinga Community Kindergarten we are committed to providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors. This is achieved through an effective approach to the management of occupational health, safety and welfare, which includes the administration of first aid to children and staff

#### Implementation

- In the event of first aid being required the child is assisted inside for treatment or if they can't be moved where the injury occurred.
- Staff will comfort and reassure as well as provide the appropriate first aid.
- A staff member will monitor the child and complete the required documentation. Staff administering medication will have completed first aid, anaphylaxis and asthma training.
- A yellow first aid form is filled out for all injuries. All head injuries are communicated to the parent via phone. If staff are concerned about a child the parent will be rung to collect the child or emergency procedures are followed depending on the seriousness of the injury.
- A copy of First Aid report (yellow form) is placed on the roll to get families to sign at the end of the day. Parents can request a copy. The site will retain a copy to keep in the child's file. If child is going to childcare information is passed onto childcare staff and kindergarten staff SMS or text family of child so they are informed. Staff are to sign this off on the yellow injury form that the parent has been contacted.
- Staff will always use universal precautions for all body fluids e.g. gloves, wash hands etc.
- Any materials used as part of the first aid treatment will be disposed of appropriately - anything containing blood is to be double wrapped before disposal.
- First Aid equipment is kept in the Kindergarten kitchen. The health and first aid officer will keep the equipment current. When checked this is to be signed off on the STAR system.
- Medication for individual children is stored in the Allergy Buddy kitchen behind the door and is clearly labelled.
- For the **administering of medications see policy**
- Children with severe allergies and medical conditions information is displayed on the cupboard above the First Aid kit. Their medication is in this kitchen cupboard. Information about these children is also kept in the induction folder.
- Staff will take first aid and asthma kits that are stored in back packs that are hanging up in the staff room on walks, excursions. Individual children's medication and health care plans are to be taken on any walks, excursions etc. These backpacks are also to be taken if there is an evacuation. Staff are to carry a mobile phone when off site.
- In an emergency situation an ambulance will be called as well as parents. The Director will complete an electronic notification ( IRMS ). A staff member will travel in the ambulance if parent unavailable and will keep family and site informed.