

First Aid Procedure

First aid is the immediate treatment or care given to someone suffering from an injury or illness until the person either receives further advanced medical care or they recover.

In any first aid situation, employees must take precautions to protect their own safety and the safety of others.

Responding to injuries and illness

- First Aid is applied by a designated first aider. Stay calm, reassure the child and stay with them. If required, ask another staff member to call for an ambulance on 000 and seek additional medical assistance.
- If a child becomes unwell at kindergarten, including if they have the symptoms and signs of an infectious disease or transmissible illness or condition, phone the designated emergency contact and arrange for the collection of the child. If possible, keep the child comfortable and away from the main group of children while waiting to be collected. (The lounge area with other children outside or seated comfortably on the veranda in the fresh air.) Always use Standard precautions to prevent or minimise the spread of airborne or blood borne disease. First Aid blankets are kept in the nappy change cupboard along with sick bags. Heat and cool packs are located in the first aid cupboard in the kitchen and fridge/freezer.
- The staff member tending to the child must fill in the **Incident, injury trauma and illness record** and put in their (To follow up folder) to be shown to the child's parent/caregiver and then signed by the parent at the end of the day.(or on collection of the child)
- If the injury/illness/ insect bite/sting was to a child or young person, phone the parents or guardians immediately to inform them that their child has received first aid and why. Advise the parent to seek medical attention if deemed reasonable or necessary (as we are not medical professionals) especially head injuries, awkward falls, or if the injury was not seen by an educator.
- * If a child is given their asthma puffer please also contact their parent to inform them and monitor the child.
- (All forms are located in the kitchen cupboard labelled First Aid in the **red Accident/injury reporting** folder.)
- Report all First Aid given to children or adults re accidents/injuries/illness/trauma to the Director ASAP.

- Please ask the parent to let us know if they see a medical professional or if they have a transmittable disease and inform the kindergarten Director of the outcome.
- For all injury/illness the staff member tending to the child needs to write a red **S** next to the child's name on the sign in sheet to indicate to the parent that they need to see a staff member before collecting their child.
- All signed forms are filed back into the first aid folder.
- (if the injury was to a staff member apply first aid, follow their medical information form which is located in the office cupboard in the front of the staff files box in a red file marked confidential. If support is needed please phone their emergency contact person. A First Aid report is lodged through Eduportal- forms.
- When possible (later that same day, within a 12 hour time frame) **Submit an IRMS report if required, refer to [Reporting critical incidents, injuries, hazards and near misses procedure \(edi.sa.edu.au\)](#)**
- All serious incidents are reported to the Regulatory Authority within 24 hours through the Department for Education via the submitted IRMS report.
- The department also has specific first aid guidance on:
 - seizure first aid (PDF 664 KB)
 - management of a seizure incident (PDF 198 KB)
 - intranasal midazolam (PDF 273 KB) .
- Refer to the following for specific first aid guidance on:
 - asthma action plans
 - anaphylaxis first aid
 - how to administer an EpiPen (PDF 101KB)
 - concussion and traumatic brain injury
 - head injury first aid in education and care settings (PDF 97 KB) .

Medication First Aid

Follow the Medication and Medical conditions policy [Managing student medical conditions](#)

Reassure the child

Follow the child's relevant Care Plan re administering Medication

Fill out the medication log HSP155 following the Medication Rights Checklist.

Inform the child's parent.

Monitor the child

In the case of an emergency call 000

A critical incident is any event that is deemed harmful either physically or psychologically to a child or young person, or where a child or young person is put at risk. This also includes Education employees or

visitors to a site or service. The severity of a critical incident can vary which can impact on the reporting requirements.

Refer to the

[Reporting critical incidents, injuries, hazards and near misses procedure \(edi.sa.edu.au\)](http://edi.sa.edu.au)

For Educators mental health and wellbeing: Please phone EAP for counselling and support if you need after managing an injury.

Employee Psychology Services

Phone: 8226 0744

Corporate Health Group (CHG)

Phone: 1800 870 147

Sources

DFE First-aid-and-infection-control-standard

Supporting information

[First aid kit contents checklist \(PDF 90 KB\)](#)

[Employee first aid medical information form \(PDF 130 KB\)](#)

[First aid log for minor student injuries \(PDF 501 KB\)](#)

[Request for vaccination reimbursement form \(PDF 505 KB\)](#)

[Flu vaccination reimbursement form \(DOCX 383 KB\)](#)

[Sports, adventure, camps and excursions risk management plan \(DOCX 2 MB\)](#)

[Safety training matrix \(PDF 266 KB\)](#)

[You've got what?](#)

[Viral gastroenteritis – including symptoms, treatment and prevention](#)

[Staying healthy: preventing infectious diseases in early childhood education and care services](#)

[SA Health COVID-19 health information](#)

[Support for schools and preschools with children and young people with complex and invasive health needs](#)

[Managing student medical conditions](#)



[Health support planning for children and students in education and care settings](#)

[Head injury first aid in education and care settings \(PDF 97 KB\)](#)

[Australian Immunisation Handbook](#)

[Australian Children's Education and Care Quality Authority](#)

[Office of the Commissioner for Public Sector Employment Determination 3.1: Employment conditions – hours of work, overtime and leave](#)

[First aid requirements for temporary employment in government schools and preschools](#)

- [Psychological health](#)
- [Staff wellbeing](#)
- [Employee mental health and wellbeing procedure](#)

[Reporting critical incidents, injuries, hazards and near misses procedure \(edi.sa.edu.au\)](#)

Updated: Feb 2022 Added Educators Mental Health and contact numbers

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