



Government
of South Australia

Department for Education
and Child Development

Morphett Vale East Kindergarten FIRST AID POLICY



Rationale

It is a Departmental requirement for staff to manage first aid issues in their duty of care role to the Preschool community. Preschool children are exposed to situations where they may require some medical intervention of a minor or major nature. They also may have a medical condition that for their protection requires staff knowledge, training and the availability of medication on site.

Policy statement

Procedures need to be in place to manage the risk of injury or health concern for those adults and children involved in the preschool. For example, children's personal health information, action plans and medication plans needs to be documented and systems employed for the recording and notification of health or accident issues including a review process. There also needs to be provision of first aid requirements.

Responsibilities

- All medication (including sunscreen) needs to be kept in the original container and given to staff to place in the kitchen out of children's reach. It must **NOT** be left in children's bags.
- Staff to ensure documentation completed for children with significant health issues, resourced from ECD First Aid in Early Childhood Centres and Schools manual and the NEP (Negotiated Education Plan) process. These must be completed by a doctor, for example, an asthma or anaphylactic plan. These need to be completed before a child can attend preschool.
- Parents are strongly encouraged to return to the centre to administer their child's medication. Where this is not possible staff will administer medication, which has been ordered by a doctor on the condition it is provided in the original container and is accompanied by the signed, dated documentation. The only exception to this is in an emergency, ie an asthma or anaphylactic episode. All medication provided by families must be given to a staff member, labelled with the child's name and stored in the first aid cupboard.
- In some circumstances, such as when children are unwell, have head lice or conjunctivitis they need to be excluded from the Preschool. Periods of exclusion for specific conditions are outlined in the "You've got what?" guideline book.
- Staff are responsible for regularly checking and restocking the first aid cupboard according to DECS requirements. **If your child requires a particular brand of bandaids, it is the responsibility of the family to provide these to the kindergarten.**
- Staff to meet the DECD requirements for regular first aid training, and in administering Ventolin and Epi-pens.
- Staff to employ hygienic, safe work practises including suitable hand washing, appropriate cleaning and use of work areas and equipment, wearing of disposable gloves for cleaning blood, vomit, excrements and bodily fluids. Refer to included page from "ECD First Aid in Early Centres and Schools" for explicit regulations, particularly on management of blood and body fluid.
- Staff need to complete an accident/incident report form to record all injuries and incidents- parents **MUST** be offered a copy of this form. An injury requiring a person to seek medical

expertise requires an ED155 to be completed for Departmental notification. Staff review injury report details periodically at staff meetings. Serious injury requires an accident investigation report to be sent to the OHS&W department and an IRMS report to be completed ASAP.

- Staff ensure any open wounds are cleaned with medi-prep and covered with elastoplast or bandages (Children to apply their own where possible)
- Safe practises will be taught to children and modelled by staff in particular, the need for safe management of blood and body fluids and only by an adult.

OUTCOMES

People using the centre will be exposed to the least possible risk of infection or injury, have trained staff capable of administering basic first aid when required, be aware that notifications will be made when necessary, and that a review process ensures that health and safety standards are maintained.

This policy was endorsed by the Governing Council

Date :23/3/12.....

Chairperson :Karina Carlisle.....

Director :Kerri Willmott.....

Policy was reviewed 17 / 5 / 13

Chairperson :Nicole Williams.....

Director :Kerri Willmott.....

Policy was reviewed 19 / 6 / 15

Chairperson :Renee Henley.....

Director :Kerri Willmott.....

Policy was reviewed 18 / 5 / 18

Chairperson :Anne Stockwell.....

Director :Sarah Weightman.....