



## **Administration of First Aid Policy**

Trott Park Kindergarten's Administration of First Aid Policy is underpinned by the Department for Education's First Aid & Infection Control Procedure. Its aim is to ensure an adequate and timely first aid response in the event of an emergency and to minimise the risk of the transmission of infectious disease.

### Scope

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.

All school and preschool sites need to have qualified first aiders available at all times, including camps and excursions.

This Policy applies to all department employees and those who engage in activities or services provided at this kindergarten.

### First aiders

Based on the [designated first aider calculator](#) our kindergarten department site requires at least 1 designated first aider in attendance at all times

Our kindergarten works above these ratios, ensuring all permanent staff to our site holds a current approved first aid qualification ([HLTAID012 – provide first aid in an education and care setting](#), which includes anaphylaxis and asthma first aid training) – this training is valid for 3 years and is renewed accordingly. Additionally, all permanent staff to our site participate in annual CPR refresher training ([HLTAID009 – Provide cardiopulmonary resuscitation](#))

### Responding to injuries

A designated first aider will administer first aid. If required, call an ambulance on 000 and seek additional medical assistance.

- In [early childhood services](#), record minor student injuries on the [incident, injury, trauma and illness record \(PDF 653.1KB\)](#).
- If the injury was to a child or young person, inform the parents or guardians that their child has received first aid.
- The department also has specific first aid guidance on:
  - [seizure first aid \(PDF 664.2KB\)](#)
  - [management of a seizure incident \(PDF 198.0KB\)](#)
  - [intranasal midazolam \(PDF 273.1KB\)](#).
- 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 \(PDF 97.0KB\)](#).
- Refer to [critical incidents, injury and hazard reporting](#).

## Excursions, camps, sporting and adventure activities

Our kindergarten ensures that employees and others participating in excursions, camps, sporting and adventure activities have access to first aid and are aware of the excursion emergency and evacuation procedures. Access to first aid support is available at all times and due consideration should be given to emergency response times when selecting a camp or excursion location. Our site uses the [camps and excursions risk management plan \(DOCX 2.1MB\)](#) to ensure we adequately consider and account for first aid requirements.

## First aid facilities and supplies

At all times, the privacy and wellbeing of the person requiring first aid will be a priority, wherever possible.

First aid kits are readily accessible in an emergency.

First aid kits must be inspected and replenished at least every 6 months. This duty may be delegated to a designated first aider. The [first aid kit contents checklist \(PDF 90.3KB\)](#) provides guidance about the contents and restocking of first aid kits on site.

The [first aiders' contact details \(DOCX 1.0MB\)](#) and the location of first aid equipment are displayed and easily accessible. First aid equipment is identified on evacuation diagrams by a white cross on a green background.

Inductions include information on first aid provisions, including the [employee first aid medical information form \(PDF 130.2KB\)](#). Employees with a known medical condition that may require first aid assistance are required to complete the form to enable prompt and appropriate assistance.

## Ambulance assistance

The kindergarten staff will call 000 if someone is seriously injured or needs urgent medical help, even if unsure whether someone needs an ambulance or not, 000 will be called.

Where an employee is injured at work and a claim for workers' compensation is lodged and accepted, the cost of the ambulance is met through workers' compensation. If the claim for compensation is rejected, or the injury or illness is not work related, the cost of the ambulance will be referred to the individual for payment.

In the case of a child, young person or volunteer, payment of ambulance costs is primarily the responsibility of the individual or their caregiver. Individuals that have private ambulance cover should recover costs from their insurer. Visitors are responsible for meeting their own ambulance costs.

Where a child, young person or volunteer does not have private ambulance cover, a request for payment can be made by completing an [online ambulance services fee claim form](#). Information for volunteers, parents or guardians and a link to the online claim form is available on the [insurance and claims management page](#) of the department's website.

## Supporting information

[First aid kit contents checklist \(PDF 90.3KB\)](#)

[Employee first aid medical information form \(PDF 130.2KB\)](#)

[First aid log for minor student injuries \(PDF 501.6KB\)](#)

[Sports, adventure, camps and excursions risk management plan](#)

[Safety training matrix \(PDF 266.9KB\)](#)

[Head injury first aid in education and care settings \(PDF 97.0KB\)](#)

Related legislation

[Education and Early Childhood Services \(Registration and Standards\) Act 2011](#)  
[South Australian Public Health Act 2011](#)  
[Work Health and Safety Act 2012](#)  
[Work Health and Safety Regulations 2012](#)  
[Education and Children's Services Regulations 2020](#)  
[First aid in the workplace – Code of Practice](#)  
[Education and Care Services National Regulations 2011](#)  
[Australian Standard AS 3745 – 2010 planning for emergencies in facilities](#)

Related policies

[Work health and safety policy](#)  
[Reporting critical incidents and injuries procedure \(PDF 373.7KB\)](#)  
[Insurance and claims management in relation to children, students or visitors on departmental premises or participating in departmental activities](#)  
[Safety management procedure](#)  
[Special leave policy \(PDF 577.2KB\)](#)  
[Camps and excursion policy](#)  
[Camps and excursion procedure](#)  
[Sporting and adventure activities standard](#)

National Quality Standard and Regulations

[National Quality Standard 2.1](#)  
[Regulation 168 \(2\)\(a\) – Policies and procedures](#)  
[Regulation 85 – Incident, injury, trauma and illness](#)  
[Regulation 86 – Notification to parents of incident, injury, trauma and illness](#)  
[Regulation 87 – Incident, injury, trauma and illness record](#)  
[Regulation 136 – First aid qualifications](#)  
[Regulation 161 – Attendance and enrolment records](#)

This Policy has been developed in conjunction with the Trott Park Governing Council

Signed  (Governing Council Chairperson)

Date\_Term 1 2019      Review Date\_Term 1 2021

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