

Muswellbrook Pre School Kindergarten Inc.

First Aid

* *Education and Care Services National* Regulations 2013: Regulations – Part 4.2 Sections 85-96, 162, 168, 177, 178.
* *Quality Area 2 – Children’s Health and Safety Standard 2.3*

First aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care to take positive steps towards maintaining the health and safety of each child.

**Muswellbrook Pre School Kindergarten will:**

Ensure that:

* all contact staff have current first aid qualifications including Asthma and Anaphylaxis (funded by Muswellbrook Preschool) and are certified as nominated first aiders
* First Aid qualifications are acquired through an approved provider as deemed by ACECQA
* Copies of First Aid Qualifications will be stored in Staff Records.

The Nominated Supervisor/Director will:

* Ensure that staff first aid training is ;maintained and kept up to date and that refresher training will be scheduled and maintained in a staff register
* Ensure that first aid guides and publications are accessible to staff
* Adult and child cardio pulmonary resuscitation flow/choking and seizure charts are displayed in each room and in view outdoors.
* Cold packs will be kept in the freezers at all times.
* Kits will be checked each term and replenished when needed.

**Administration of First Aid**

Muswellbrook Preschool Kindergarten will:

* Ensure that there is always at least one first aid qualified educator on the premises and available at all times

The Nominated Supervisor/Director/Supervisor on Duty:

* Ensure that enrolment records for each child include a signed consent for the administration of first aid and call an ambulance if required.
* Dial 000 for ambulance when emergency medical treatment is required or delegate this responsibility
* Ensure administration of first aid is done in accordance with first aid training and undertaken by a qualified first aider
* Ensure that adequate infection and prevention control must be practiced at all times when administering first aid and cleaning up blood or bodily fluids.
* Staff will ensure that they, notify the family, when first aid is administered to a child and the nature of the incident/accident
* The person who administered the first aid or witnessed the event completes the incident/illness/injury/trauma record and has it signed by parent or guardian when necessary
* Have all paperwork completed and signed off by the Nominated Supervisor/Director/Supervisor on Duty.

**First Aid Supplies**

Muswellbrook Preschool Kindergarten will ensure that:

* The centre is supplied with the appropriate number of first aid kits for the number of children being educated and staff on site
* The first aid kits are suitably equipped and easily accessible, recognisable and meet Australian Standards
* A portable first aid kit must be available to be taken on all excursions and off site activities.

**Educators and staff will:**

* Regularly monitor supplies and ensure stock is kept up to date
* Discard and replace out of date stock

Reviewed on 10 March 2017

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| **Signed By** | **Name** | **Signature** | **Date** |
| **Committee** |  |  |  |
| **Nominated Supervisor** |  |  |  |

Due for Review March 2019

Links to other policies/documents

* *Allergy and Anaphylaxis Policy*
* *Medication Policy*
* *Illness, Accident and Emergency Policy*
* *Health and Hygiene Policy*
* *Infectious Diseases Policy*