



Government of South Australia

Department for Education and
Child Development



Administration of First Aid Policy

It is a requirement upon employment within the Department of Education and Child Development that all staff have a First Aid qualification, this also applies to student teachers.

Education and Care Services National Regulation 2011:

Regulation 168 (2) (a)

Related key regulation: 89, 136, 161, 245, 246, 247

Links to the National Quality Standards:

National Quality Standard 2.1

There must be one person on site at all times with the nationally recognised *Apply First Aid* qualification. If other staff do not require the Apply First Aid qualification, they must still at least hold the DECD Applying First Aid qualification.

Qualifications

At Plympton South Kindergarten, at any one time there will be at least one staff member on duty who will have all the below current and up-to-date qualifications, or a combination of staff who will between them have:

Apply First Aid

Anaphylaxis Emergency Management Training

Asthma Emergency Management Training

Critical First Aid Reporting Procedure:

If a critical injury or illness occurs, qualified staff will administer the appropriate first aid as necessary. For the safety of the staff and others around them, barrier devices will be used to avoid contamination or spread of disease via bodily fluids, such as the use of gloves. If the injury or illness requires further medical attention (such as an ambulance was called, or the child went to the Doctor or hospital after the injury or illness was sustained at the Kindergarten), a ***Incident, Injury, Trauma, and Illness Record*** MUST be filled in (copies in named folder in the office). This incident must also be recorded by the Director and on the HR IRMS system. Please see the ***Incident, Injury, Trauma, and Illness Policy***. ***This needs to be reported to DECD within 24 hours.***

All Staff Incidents need to be recorded by IRMS System.

Calling an Ambulance:

DIAL 000. For critical injuries or illnesses, an ambulance must be called **before** the parents or staff emergency contacts are contacted. This is to ensure the child or staff member is in the best possible position to receive professional medical attention as soon as possible. Parental permission for an ambulance is not required.

Minor First Aid Reporting Procedure:

For injuries not requiring further medical attention such as: minor cuts, bruises, bumps, bitten lips, etc, a staff member will administer first aid as necessary. For the safety of the staff and others around them, barrier devices will be used to avoid contamination or spread of disease via bodily fluids, such as the use of gloves. The incident must then be recorded in the a ***Incident, Injury, Trauma, and Illness Record***, located in the folder in the kitchen,

First Aid Kits:

The kindergarten regularly checks and maintains 2 first Aid and Asthmas kits. These are located inside in the cupboard next to the fridge and on the verandah on the parent sign on table.

This Policy has been developed by the Governing Council

The policy will be reviewed and evaluated regularly by both the staff and Governing Council and modified as required to ensure continued relevance for the Centre. This policy has been developed by the Preschool director in consultation with staff and the Governing Council endorsed by the Governing Council on May 2014

Chairperson

Policy Issue Number 2

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