



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 students. 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 Applied First Aid qualification.

Qualifications

At Happy Valley 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), an ***Incident, Injury, Trauma, and Illness Record*** MUST be filled in (copies in named folder in WH&S section in office). This incident must also be recorded by the Director on the HR 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 of 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 ***First Aid Log*** located in the kitchen, and an ***Injury or Illness Home Report*** (also located here) must also be completed and placed in the child's communication pocket. This must be sighted and signed by the first aider and the parent.