Salisbury Heights Preschool

EMERGENCY FIRST AID POLICY

POLICY STATEMENT:
Despite health and safety precautions, injuries may be sustained by children, parents, staff or others while at the preschool. Arrangements are necessary to ensure that appropriate first aid is available throughout the operating hours. Where first aid is administered, this must be done by a qualified member of staff.

RATIONALE:
To ensure that appropriate first aid measures are applied promptly and efficiently as required by a qualified member of staff.

SCOPE:
This policy applies to all families who attend the preschool and all staff including volunteers.

IMPLEMENTATION:
At least one member of staff with a current Apply First Aid certificate is to be on duty at all times. This is the required First Aid qualification under the National Quality Framework. Staff are required to retrain and re qualify every three (3) years and update Cardiopulmonary Resuscitation annually.
All staff are to be trained in the Centre’s accident and emergency procedures. Except in immediate and exceptional circumstances, first aid will only be administered by a member of staff holding a current first aid certificate. A qualified member of staff must be contacted immediately and will assume responsibility for continued first aid on reaching the patient. An injured or sick child will only be transported to hospital by ambulance unless the parent organises other means of transportation.
First aid kits are to be kept fully stocked, plus one (1) for excursions and emergency evacuations. First aid kits will be checked and updated six (6) monthly. They are to be positioned safely out of reach of the children.
A notice showing emergency telephone numbers (hospital, ambulance, the poisons information centre, police and fire brigade) is to be prominently displayed near, and easily seen from, each telephone in the preschool.
Parent contact numbers and emergency contact numbers will be kept in the filing cabinet in the office, close to the office phone. (The fax is on a separate line and can also be used as a phone line in an emergency). These details are also kept in the back of the roll book for emergencies. It is important that the preschool is notified of any changes in these details in order that our records are accurate.
Notices clearly setting out emergency procedures and resuscitation posters are to be prominently displayed.

Accident procedure
Assess the injury:
1. If minor,
   1.1 Give appropriate first aid, complying with health and safety requirements for handling spills of body fluids.
   1.2 If necessary refer injured or ill person to medical care.
   1.3 Complete first aid report of the incident.
   1.4 Ensure parents receive copy of the report or if necessary (eg bump to head) notify parents and inform them of what has happened and treatment given.
2. If the incident is serious:
   2.1 Have staff trained in first aid apply appropriate first aid.
   2.2 Notify parent, guardian or emergency contact, or next-of-kin for a staff member.
   2.3 Call an ambulance if necessary and have a staff member accompany child or adult in ambulance.
   2.4 Complete first aid report and obtain signature from parent. Also report the details of the accident and action taken on the Incident and Response Management System.
   2.5 A copy of the first aid report will be provided to the parent, guardian, emergency contact or next-of-kin.
   2.6 Arrange for post trauma support as required.
   2.7 All head injuries need to be reported to parent/guardian by phone as soon as possible and person closely monitored.

AUTHORISATION:
This policy was adopted at the Governing Council meeting on 1-12-14.

REVIEW
The policy will be reviewed biennially by staff and governing council and the Council will within 28 days of making any significant change, notify the parents/guardians of that change. In order to assess whether the policy has achieved the values and purposes the staff and governing council will:
• Take into account feedback from parents/guardians and the staff regarding the effectiveness of the policy.