

# **Flinders Children's Centre & Tji Tji Wiltja Preschool**

**122 Tassie Street  
Port Augusta 5700  
Phone: 8642 2067  
Fax: 8642 6646**

**Email: [dl.6617.leaders@schools.sa.edu.au](mailto:dl.6617.leaders@schools.sa.edu.au)**

## **First aid Policy**

**All staff are trained and kept up to date with DECD approved first aid courses.**

**If a student becomes unexpectedly ill or injured, in the centre/yard staff will:**

- Administer basic first aid using supplies in their first aid bags
- Follow any individual first aid plan, for example administration of an EpiPen for anaphylaxis or diabetes hypo/hyper management.
- Students with a special health need will have a health care plan with a first aid action plan from their health professional. Further information can be accessed from the Medical health care folder.
- Call an ambulance if needed and continue to administer first aid.
- Contact parent/carer if a visit to the Doctor is required
- Parent to collect student within a safe time frame and take to the Doctor
- Inform parent/carer (or emergency contact) if first aid might need follow-up at home or with a doctor (e.g. head injury, excessive nose bleed, or other agreed circumstances.)

### **Record Keeping:**

First aid given will be recorded on an incident report immediately and a supervisor needs to be informed. All sections of the report must be dated, timed and completed thoroughly. The report must be given to the parent upon collection of the child or if the child is picked up from the bus.

**If students require first aid off-site (e.g. excursions, camps, buses), staff will:**

- Administer basic first aid
- Follow any individual first aid plan
- Call an ambulance if needed and continue to administer first aid
- Inform parent / caregiver (or emergency contact) if first aid might need follow-up at home or with a doctor

### **NOTE:**

- Prior to excursions staff must undertake a Risk Assessment process to identify and inform first aid and emergency procedures
- The following need to be taken on off-site activities:
  - o First aid kits (including asthma kits)
  - o Learners' Health Support Plans and personal medication
  - o Mobile phone

**All head injuries or suspected head injuries will be reported to parent/carer by phone immediately and/written note.**

### **Information for families:**

- Parents / caregivers are also encouraged to register their student with MedicAlert if they have a special emergency care need: this makes sure that medical personnel have accurate information immediately. Medic Alert Information is included in the family Health Support Planning Package.

**Created: January 2013**

**Reviewed: August 2018**

**Review date: January 2019**

**Approved by Governing Council:**