



# Flinders Children's Centre and Tji Tji Wiltja Preschool

122 Tassie St, Port Augusta - Ph. 8642 2067

*Meeting place for teaching, learning and play for the whole family*



## **FIRST AID POLICY**

**All staff are trained and kept up to date with DfE 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.

### **Health Support Agreement**

Health Support Agreements are to be developed by the Director/teacher in consultation with the parent/guardian, to identify and document individualised risk minimisation strategies, management and treatment for the child with health/personal care needs to support full inclusion and participation in the full curriculum at the kindergarten prior to starting.

**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 Date: December 2021**

**Review Date: December 2022**

**Approved by Governing Council:**

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**Chairperson**

**February 2022**