



## **First Aid Procedure**

### **MINOR FIRST AID**

1. The attending educator is required to have a current first aid certificate.
2. The attending educator is required to wear disposable gloves.
3. The injury is to be washed with water only, dried with paper towel and a band aid applied, if needed.
4. An incident/injury/illness form is to be completed by educator administering first aid and must notify parents at a suitable time.
5. If a child gets sick while at preschool (e.g. vomiting, temperature) the child's parents/carers are to be telephoned (in accordance with the child's emergency contact information) and requested to collect their child.
6. Parents/Designated Person is to sign the child out in the Late Arrival/Early Collection Register if they are being taken home early.

### **MAJOR FIRST AID**

1. For major first aid incidences, e.g. Anaphylaxis episode, broken limb etc.
  - a. First aid is to be applied to ensure the safety of the child.
2. An ambulance is called if required or emergency procedure is followed as set out in Emergency Plan created by parents and family doctor.
3. The child's parents/carers are to be telephoned in accordance with the child's emergency contact information.
4. The Nominated Supervisor is to be informed so the appropriate Accident/Incident forms can be completed.
5. Accident/Incident forms should be completed and these are located in the first aid cupboard in the children's bathroom.
6. The Regulatory Authority is notified of the incident within 24 hours.

## **Relevant Documents**

[Student Accidents/Incidents Policy \(SAI200811\)](#)

[Health and Safety Policy – First Aid \(FAP2003\)](#)

[Critical/Non-Critical Incident Management and Reporting Policy \(CNCIMR201301\)](#)

[Critical/Non-Critical Incident Management and Reporting Procedure](#)

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