

Procedure

First Aid Plan

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website including:

[First aid and infection control standard](#)

First Aid Procedure:

The main First Aid Kit is located on the shelf in the Art Preparation Area near the childproof gate inside the main preschool building.

The Asthma Kit is located in the tall white cupboard labelled 'Asthma Kit' adjacent to the staff toilet (behind gate).

Children's medications are stored in the same tall white cupboard labelled 'Children's Medications', adjacent to the staff toilet.

Use the following emergency first aid procedures:

- Do not move child or pick up child until injury has been assessed.
- Use protective gloves with all bodily fluids (dispose of gloves & cloths used to mop up in a tied double layer plastic bag).
- Seek staff support for first aid if necessary.

If a child needs First Aid:

- Staff member assists child
- Assess injury
- Treat injury
- Notify parent immediately, if necessary
- If injury is beyond staff help and is an emergency – call for ambulance and then call parent

Record keeping:

- For injuries/incidents/illnesses record information on: Incident, Injury, Trauma and Illness form located in folder in overhead cupboards in main office
- Record and photocopy - give original to parent/caregiver / keep photocopy in folder with First Aid Log.
- Complete Department for Education Injury Report Form online if necessary. (eduportal)
- In the event of a critical incident notify director who will enter details on to IRMS system within 12 hours.

Department for Education [Reporting Critical Incidents, Injuries, Hazards and Near Misses Procedure](#) will be followed in the event of a critical incident or injury.

If a staff member needs First Aid:

- Staff to assist staff member, assess & treat injury.
- Staff to seek medical attention.
- If necessary, staff member to call for ambulance.

Prior to staff members first day of duty they are required to complete the 'Employee First Aid Medical Information Form', and give it to the Director (Nominated Supervisor). The information will assist with delivery of appropriate first aid. The designated first aider must be aware of the treatment plan. Forms for employees with a known medical condition will be kept in the rear of the Health Care Plan folder in the Medical Cupboard. Other employee forms will be kept in the Staff Qualifications folder in the office.

N.B. Remember to conduct accident investigation and complete a Department for Education Injury report form (online) when this is necessary.

Director will use IRMS website to notify Department for Education when staff are injured.

Accident Procedure:

- Report any accident or near miss for children and adults to the Director or WHS Representative (if we vote to have one).
- All accidents must be recorded on the Incident, Injury, Trauma and Illness record.
- Staff will contact an ambulance in an emergency. (phone 000)
- Staff will contact parents, and follow normal medical procedures.
- Children with a Health Care Plan – staff will follow plan procedures. Children's Health Care Plans are located in the Health Care Plan folder with the children's medications in the tall white cupboard adjacent to the staff toilet. Additional copies are contained in the Roll Book folder and attached to each child's enrolment form in the Student Enrolment Form box.

Contact Details for Emergency Services

Urgent Police, Fire, Ambulance Attendance **000**

For other police assistance **131 444**

School Care to submit critical incidents reports on IRMS: www.eduportal.sa.edu.au

Berri Education Office **8595 2323**

Department for Education
Flinders Street Adelaide **1800 088 158**
Incident Report Management Unit **08 8463 6564**

Child Abuse Report Line **131 478**

Poison Information Centre **131 126**

Crisis Care (after hours 4pm-9am, 24 hours weekends, PH) **131 611**

Loxton Medical Centre **8584 7321**

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Critical Key Contacts

Nature of Incident	Corporate Contact Details
Critical Incidents	Incident Report Management Unit 8463 6564
Emergency Management	Security and Emergency Management Unit 1800 000 279
Incidents of extreme severity	Education Director 85 95 2323 Incident Management Directorate 8226 1840 or 0438 792 180 Employee Psychology Services 8226 0744 Employee Assistance Program (EAP) Employee assistance program (EAP) (edi.sa.edu.au) Social Work Incident Support Service (SWISS) 8314 4100 Media Unit 8226 7990
Notifications to SafeWork SA	Work Health and Safety 8226 1440
Notifications to the Education Standards Board	Regulation and Compliance 8226 1646

Crisis Support Services

Employee Assistance Program	Corporate Health Group 1800 870 147 Benestar 1300 360 364 Access 1300 667 700 Human Psychology 1300 277 924
Child Abuse Report Line (CARL)	131 478
Crisis Care	131 611
Lifeline	131 114
Rape and Sexual Assault Service	8226 8787 1800 737 732
Women's and Children's Hospital	8161 7000
Child Protection Services	Berri 08 8595 2400 08 8124 4185
Victim Support Service	1800 842 846
Parent Help Line	1300 364 100
Youth Health Services	08 7117 0920 (North) 08 8326 6053 (South) 08 8243 5637 (West)