



Administering First Aid

Local Procedure

This document supplements the DECD 'Procedure Workplace First Aid', 'approved Code of Practice for First Aid', 'Workplace Health, Safety and Injury Management Policy', 'Infection Control Procedure' and other related policies in DECD and on site. It is aimed at ensuring that specific information relevant to the site is considered in workplace first aid procedures.

Practice

1. When enrolled children are present there is a staff member (or several staff) present with approved first aid, asthma and allergic reaction training.
2. When children are not enrolled there should be one person with approved first aid training on duty. This also applies if there are children present who are part of external groups such as playgroups.
3. When children are not enrolled, staff may use the first aid officer at the school provided this has been organised ahead of time. (children's enrolment hours) staff can only be onsite if there is not a first aid person on duty either at the centre or the school.
4. All contractors and visitors who need an induction should be made aware of who the first aid officer is.
5. The first aid officer and any others with first aid training should be displayed in the foyer.
6. Staff need to renew the CPR requirements annually to the first aid component of training.
7. First aid administered for adults or children must be documented in the appropriate First Aid Register located
8. There should be at least three first aid kits on site at the centre including one that goes outdoors with staff on duty.
9. First aid kits are replenished by the Red Cross annually and by staff at any other time needed.
10. On excursions including to the school, a first aid kit, asthma inhaler (and EpiPen if necessary) are to be taken.
11. All relevant site and DECD policies such as infection control are to be followed in relation to all first aid administration.

Location of First Aid Kits

- Room 1 in kitchen cupboard which contains the emergency evacuation kit
- Room 1 in play area - large first aid kit
- Room 2 storeroom - large first aid kit
- Outdoors: Portable kit used outdoors. Located outdoors during play and indoors in the kitchen cupboard.

Reviewed 1/12/2015. Updated as needed to reflect current staff. Next Review date October 2018