

First Aid / Dealing With Illness Procedure For Holden Hill Kindergarten

At all times there will be at least one trained first aider working at Holden Hill Kindergarten who has current first aid training as approved by The Department of Education and Children's Services (DECS). This training will be funded by the Centre as needed for staff who are placed in a permanent position as well as those under contract, excluding support staff who are of a temporary nature. It is up to the individual staff member to enrol themselves in the appropriate course (HLTAID004 *Provide an emergency first aid response in an education and care setting*) when their current certificate expires.

Administering First Aid:

Staff will provide initial basic first aid and if needed, emergency medical treatment will be sought. Staff will always advise parents of any first aid treatment that has been administered by recording the incident in the Accident Record Book and placing the copy in the child's communication pocket.

Record must include:

- The date
- Child's name
- Name of the person who administered the first aid
- The nature of the incident, including the time it occurred
- What specific first aid was administered
- How the child responded to the first aid and then re-entered the play environment.

Dealing with Blood Spills: Blood can carry viruses that can make us very sick. All cuts and breaks in the skin need to be covered. It is NOT safe to touch someone else's blood. It IS safe to touch your own blood. Latex gloves must be worn when managing cuts or blood spills.

Emergency Treatment: Parents will be contacted immediately if emergency treatment is needed. Parents are responsible for any costs incurred in ambulance travel.

Critical Incident Reporting: The Director will complete a Critical Incident Report on the on-line IMRS database if required as soon as practical. They will also contact the Assistant Regional Director on 8314 4000 if necessary.

General Illness: Children considered to be displaying symptoms of illness, and not coping with the program (to be determined by staff), will have their parents, or first contactable emergency contact person as recorded on the enrolment form, notified immediately with the expectation that the child will be collected as soon as possible.

Parents are expected to notify the Centre if their child has contracted an illness that may be contagious or place other children at risk.

Head Lice: Staff will speak to parents/caregivers of children who they suspect have Head Lice so they can be checked and treated if necessary at home. If a child has Head Lice, they cannot return to the Centre until they have been treated properly. It is expected that parents/caregivers will contact the kindergarten staff if their child has had head lice so a discreet cautionary note can be put up to inform other families.

The Work Health and Safety Representative will re-stock first aid kits as required.