



## **First Aid Policy**

### **Academic Year (2017-2018)**

#### **Purpose:**

#### **To ensure the safety of children, staff and other adults in the kindergarten**

1. Little Village kindergarten has a responsibility to ensure the safety of all teachers and children at all times, and to ensure safe practices are maintained when dealing with first aid matters.
  2. First aid will be provided when needed and where the wellbeing of a child requires further assistance, the appropriate emergency help will be sought and parents / guardians will be informed via “Medication and Treatment Slip”.
  3. A first aid kit, specifically for use with children shall be maintained at the kindergarten at all times. The first aid kit will be kept in the school clinic out of the reach of children.
  4. An appropriately equipped kit shall be taken on all excursions away from the kindergarten.
  5. Surgical gloves should always be worn when dealing with blood injuries.
  6. All injuries that occur at the kindergarten or during the excursions must be recorded and reported in written form. Parents will be notified and a copy of the report will be entered to the student file and the school nurse records.
  7. All staff will be required to hold a valid First Aid certification. The renewal of the certification will be the staff responsibility.
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