



## **FIRST AID**

### **RATIONALE**

To provide an environment in which accidents or injuries are able to be handled with the health and safety of all children and Educator as paramount.

### **PROCEDURES**

All Educators must hold a current first aid qualification meeting regulation requirements as soon as they become an Educator. A copy of the qualification is kept on file by the Co-ordinator.

In cases of emergency they are instructed to ring 111 or their Co-ordinator if not life threatening.

Educators are each supplied with a First Aid kit.

First Aid kits are located in adult only accessible places at each Educators premises.

First Aid kits are restocked by the Educators regularly and checked by the Co-ordinator on their annual checks .

Incident /Illness/Medication forms will be sighted by Co-ordinator on monthly visits.

In case of accident or serious illness, medical attention will be sought for any tamariki by the Educator, who will take all practical steps to get medical aid and to notify the tamariki's parents or family member and their Co-ordinator as quickly as possible.

### **INCIDENT RECORDING PROCEDURE**

Children: Educators will record all tamariki's accidents on their accident form. A written statement documenting the date, what happened, the course of action taken, location of the accident and sign.

Parents will be notified as soon as possible and must sight and sign the accident/illness form.

OSH to be contacted when any serious accident is caused through a hazard at the Educator's premises.

The Ministry of Education must be advised of any serious incident

### **REFERENCES**

Te Whāriki: Well Being, Goal 1 & 2

Education (Early Childhood Services) Regulations 2008 (Reg46/HS22, HS24)