



ADMINISTRATION OF FIRST AID POLICY

NQS 2.1.2, 2.2.2, 7.1.2, 7.1.3 February 2018; Regulations 89 & 168 (2) (a) Version 1.11

At Roxby Downs Children's Centre, we are committed to providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors.

With regard to the provision of first aid, the Children's Centre will:

- Provide and maintain appropriate first aid equipment applicable to the worksite as detailed in the list of First Aid kit contents in the Approved Code of Practice - Occupational First Aid in the Workplace, CHES and Staying Healthy In Child Care each term
- Provide access to approved First Aid training courses for key staff members
- Ensure that qualified first aid staff are available to assist injured or ill persons at the Centre and at any other Children's Centre initiated program and that at least one person trained in First Aid is at the Centre at all times.
- Ensure all accidents that occur at the worksite are recorded
- Maintain a record of staff who have current First Aid qualifications. This record is to be kept with staff files.
- The Director will ensure that adequate funds are allocated to ensure that First Aid supplies are maintained

CREATED: January 2018

REVIEWED:

TO BE REVIEWED: March 2019

SOURCED: Staying Healthy In Child Care (Current edition)
Occupational First Aid in the Workplace
CHES - Child Health Education Support Services
Work health and safety act 2012
First Aid in the Workplace Code of Conduct, Safe Work Australia 2016