

ADMINISTRATION OF FIRST AID POLICY

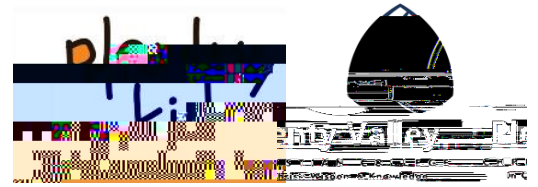


Document classification:

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: Sections 167, 169

, Quality Area 2: Child H o

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the PVCC Website.

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Road Safety and Safe Transport
Staffing

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly check staff files to ensure details of approved first aid qualifications have been recorded and are current
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- review the first aid procedures following an incident to determine their effectiveness
- regularly seek feedback from the nominated first aid officer and everyone affected by the policy regarding its effectiveness
- keep the policy up to date with current legislation, research, policy and best practice
- consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy

notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk

Attachment 1: Basic Life Support Flow Chart

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Attachment 3: Minimum requirements for a first aid kit

Attachment 4: Sample first aid risk assessment form

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reliever medication
2 small volume spacer devices

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This template can be used to assess the first aid requirements for the service. Consultation is an important aspect of first aid risk assessment and management. The Approved provider, ECTs and educators should use this as a guide only and may identify other areas specific to their service.

1.	How many people work at the service (estimate for most days)?	
2.	How many children are enrolled at the service (write the number)?	
3.	Do people regularly work in the	

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PKELC Administration of First Aid Policy

Centre Director (Nominated Supervisor)

Principal (Approved Provider)

Biennially

September 2024

Staff & Parents

0.1	04/12/2017	Centre Director	Initial issue as a controlled document.
1.0	20/04/2018	Principal	Approved policy.
1.1	09/05/2019	Principal	Reviewed and signed.
1.2	02/07/2020	Centre Director	Updates to some headings and some links. Update to Definitions.
1.2	02/07/2020	Principal	Reviewed and signed.
1.3	29/10/2020	Centre Director	Policy formatted in line with new style guide.
1.4	27/10/2022	Centre Director	Reviewed and updated in line with ELAA recommendations.
1.5	27/10/2022	Principal	Approved and signed.

Approved By:



John Metcalfe

Principal

27/10/2022

Date