

# First Aid Plan

Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Introduction

The administration of first aid often takes place during stressful circumstances.

The procedure aims to provide clear guidelines for staff to follow to optimise outcomes for everyone involved.

## First Aid Plan – Evans Head Centre

The first staff member to assess that first aid is required will follow the:

- Danger** - check for danger
- Response** - check for response
- Airway** - clear airways
- Breathing** - check for breathing
- CPR** - if no signs of life
- Defibrillation** - call 000

As soon as is practical, that staff member will notify other staff and/or visiting adults of the situation and enlist their assistance.

They will ask supporting adults to fulfil the following roles where deemed necessary:

- Call an ambulance (Information to give: Evans Head Pre-School, 1 Beech Street (nearest cross road Park Street), Phone number 66825235;
- Assist in administering first aid;
- Supervising, calming and organising other children and visitors;
- Notify the child's parents or emergency contact person.

If an ambulance is required, an adult will accompany a child to hospital. This may require casual staff or committee to be brought into the centre.

An Incident, Injury, Trauma and Illness report will be completed as soon as is practical. A copy of this will be given to medical professionals and the child's parent or emergency contact.

A written report will be made to the Department of Education & Communities by the Nominated Supervisor or Certified Supervisor (Form SI01 at NQA ITS).

**President's Name:** .....

**President's Signature:** .....

**Date:** ...../...../.....

**REVIEW DATE:** .....