

First Aid Plan

Review Date: 28/11/2027

Introduction

The administration of first aid 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 – Woodburn Centre

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

- Danger** - check for danger
- Response** - check for response
- Send** - send for help
- 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: **Woodburn Preschool, Woodburn Street (Woodburn Public School site), Phone number 66822993**;
- 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, two adults 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.

An S101 Notification of Serious Incident form will be submitted to the regulatory authority by the Nominated Supervisor or Responsible Person.

On behalf of the Management Committee:

Name: Ashliegh Mitchell (President)

Signature:

Date: 28/11/2025

REVIEW DATE: 28th November 2027

PLAN REVISION

Reviewed	Adopted by	Review date
03/08/2017	Belinda Fayle (President)	03/08/2019
15/06/2021	Aaron Kennedy (Treasurer)	15/06/2023
28/11/2023	Narissa Cuskelly (President)	28/11/2025
28/11/2025	Ashliegh Mitchell (President)	28/11/2027