



Little Feet Childcare Centre Limited

"we care for your child"

FIRST AID POLICY (Lic-1)

Rationale: Little Feet Childcare Centre aims to ensure that the First Aid cabinet is accessible and equipped to the standard approved by the Ministry of Education First Aid requirement.

Procedures:

- The First Aid cabinet is placed in the kitchen cabinet in the activity room 1 (Tui Room) and also on top of the art sink in the activity room 2 (Kiwi Room)
- A portable first aid kit is also placed on the top of the filing cabinet in the office.
- Contents of the First aid will be checked monthly by the supervisors, to ensure a sufficient supply is maintained at all times.
- A list of required content of the kit and the date checked is documented in the first aid folder.
- Only staff with a valid first aid certificate will administer first aid to children if required
- The accident register must be filled for any child who has received first aid and a copy of the documentation will be handed to the parent.
- All educators will ensure that they have a valid first aid certificate.

FIRST AID CONTENTS (White Box)

No.	Products	Stock RQD	Stock in Hand	Expire Date	Months					
1.	BZK Antiseptic Wipes	10								
2.	Sodium Chloride	2								
3.	Dressing Strip 6cm by 1m	1								
4.	Adhesive dressing with antibacterial manuka honey 4.5by7cm	1								
5.	Scissors	1								
6.	Hypo Allergic paper Tape	1								
7.	Adhesive dressing with antibacterial manuka honey 2.6cm by 5.6cm	1								
8.	Crepe bandage 7.5cm by 4	2								
9.	Melolin PFA dressing 5cm by 5cm	3								
10.	Triangle bandages non-woven	2								
11.	Notebook	1								
12.	Disposable Latex gloves	4								
13.	First aid information leaflet	1								
14.	First aid precaution for hepatitis B, HIV label	1								
15.	Plasters	50								
16.	Forceps	1								
17.	Crepe bandage 5cm by 4cm	1								
18.	Adhesive Tape 25mm	1								
19.	Non-woven swaps	5								
20.	Jelonet Sterile dressing 10cm by 10cm	3								
21.	Elastic Gauze bandage 5cm by 4cm	1								
22.	Burn shield emergency burn care (hydrogel)	1								
23.	Pure cotton round pads	100								

24.	Plastic bags	3								
25.	Pen (Writing)	1								
26.	Resuscitation Mask	1								
27.	CPR Card	1								
28.	Thermometer	1								
					Signature					