



Little Feet Childcare Centre Limited

"we care for your child"

FIRST AID POLICY

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 Tui Room, on top of the art sink in the Kiwi Room and on the sink counter in the Pukeko Room.
- A portable first aid kit is also placed on top of the filing cabinet in the office.
- Contents of the first aid will be checked monthly by the teachers in charge for the month, to ensure a sufficient supply is always maintained.
- If supply is used from the first aid kit, a list of supply that needs replenishing should be given to the administrator or manager asap and it must be in stock before the next monthly check.
- 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 if requested.
- All educators will ensure that they have a valid first aid certificate.
- List of first aid kit is on page 2

First Aid Kit

Te Tāpiringa tuatahi: Mō te kete rongoā : Te Paearu PF28 | Appendix 1: First aid requirements for criterion PF28

First aid kits should include the following:

- disposable gloves
- sterile saline solution (or some other means of cleansing wounds)
- safety pins, bandage clips or tape (or some other means of holding dressings in place)
- sterile wound dressings, including sticking plasters.
- rolls of stretchable bandage
- triangular bandage (or some other means of immobilising an upper limb injury)
- scissors
- tweezers
- cold pack
- first aid manual
- National Poisons Centre phone number - **0800 POISON / 0800 764766**
- Healthline phone number - **0800 611 116**