



# First Aid Policy

Indooroopilly Montessori Children's House  
Date: September 2004  
Dates Reviewed: Feb 2006, Oct 2007, Feb 2008, **June 2009**

## **Policy Statement:**

Indooroopilly Montessori Children's House is committed to ensuring the health and safety of all children, staff, contractors and visitors. To this end, the following obligations and responsibilities in relation to dangerous goods and maintenance of first aid qualifications and equipment will be followed.

## **Rationale:**

Children in an outdoor environment are bound to incur minor injuries with the possibility of more major injuries (eg sprains or fractures) possible therefore IMCH has a duty of care to provide qualified personnel on hand.

## **Aim:**

To ensure that all staff are suitably qualified to provide first aid to children as necessary.

## **Stakeholder Responsibilities:**

### **1. Management will ensure that:**

- ◆ Staff are:
  - Current holders of a First Aid Certificate
  - Provided with relevant information (policies, procedures, guidelines and other relevant information) in relation to administering first aid and any necessary medications.
  
- ◆ Parents are:
  - Made aware of IMCH's policy on First Aid.
  - Made aware of their legal obligation to advise the Centre of any sickness/injury that their child may have and of the need for their child to have any medication administered whilst attending the Centre.
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All necessary **Injury/Accident registers are maintained** in accordance with relevant regulations.

**First Aid Kits** and other necessary supplies are **monitored regularly** and **replenished** as required.

This Policy is **Reviewed** annually or as required.

## **2. Staff will:**

- ◆ Acquaint themselves with documentation (policies, procedures, guidelines and other relevant information) provided by Management.
- ◆ Administer first aid as necessary in accordance with the training they have undertaken and the guidelines provided by Management.
- ◆ Participate in training organised.
- ◆ Ensure all injuries are recorded in accordance with Centre Procedures.
- ◆ Carry out their duties in accordance with all Centre Policy and Procedures

## **3. Parents will:**

- ◆ Advise Management of their child's medication needs, special requirements, allergies, sickness or injury.
- ◆ Adhere to the Sickness and Exclusion Policies (see Parent Handbook)
- ◆ At all times ensure that their emergency contact details are current.
- ◆ Ensure that the Centre has a copy of their child's current immunisation records.
- ◆ Ensure that the Centre has a copy of their child's Plan of Action (if required)

**All Procedures relevant to this Policy are located at Section 4 of the IMCH WH&S Manual**

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### **Sources**

Early Years Training Group  
National Childcare Accreditation Council Inc.(2009).*First Aid policy*. Retrieved 20 June 2009.  
[http://www.ncac.gov.au/policy\\_development/policy\\_templates.asp](http://www.ncac.gov.au/policy_development/policy_templates.asp)