Early Years Policy – Administration of First Aid

Attachment 3: First Aid Kit Guidelines

First aid kits should:

* not be locked
* be appropriate for the number of employees and children and adequate for the immediate treatment of injuries at the service (refer to note)
* be easy to access and, if applicable, located where there is a risk of injury occurring, with no longer than a minute to reach, including time required to access secure areas
* be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
* be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
* contain a list of the contents of the kit
* be regularly checked using the below checklist, to ensure the contents are as listed and have not deteriorated or expired
* have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
* display emergency telephone numbers, the phone number and location of the service
* be checked regularly (at beginning of each term) to ensure they are fully stocked, no products have expired and the contents replenished as necessary

First aid kits must be taken on excursions and first aid qualified early childhood teachers or educators must be in attendance.

Note: When determining how many first aid kits are ‘appropriate’, the service should consider the number of children in attendance as well as the proximity of rooms to each other and the distances from outdoor spaces to the nearest first aid kit. For example, larger services may require a kit in each room or outside space, whereas a kit between two rooms might be appropriate in a smaller service with adjoining rooms.

#### First aid kit checklist

The below checklist is a framework to guide implementation. The *Compliance Code: First Aid in the Workplace* by WorkSafe Victoria states that the employer needs to determine the appropriate contents and quantity of a first aid kit for their workplace.

Suggested contents include, but are not limited to:

* basic first aid guide
* CPR chart
* disposable gloves
* resuscitation mask/face shield
* individually wrapped sterile adhesive dressings (e.g. Band Aids)
* compression bandages
* sterile eye pads
* sterile coverings for serious wounds
* triangular bandages
* safety pins
* small sterile unmedicated wound dressings
* emergency accident blanket/space blanket
* thermometer
* medium sterile unmedicated wound dressings
* instant cold pack
* large sterile unmedicated wound dressings
* non-allergenic tape
* crepe bandages
* emesis bag
* scissors
* tweezers
* notebook for recording details of first aid provided
* sterile saline solution
* plastic bags for disposal
* sharps container
* black permanent maker

Asthma First Aid:

* reliever medication
* 2 small volume spacer devices
* 2 compatible children’s face masks (for children under the age of four)
* record form and pen
* asthma first aid instruction card.

Asthma Australia recommends that spacers and face masks are for single-use only. It is essential to have at least two spacers and two face masks in each first aid kit, and these should be replaced once used.

Adrenaline auto-injector kit (for general use):

For general use for a child previously undiagnosed for anaphylaxis, where they have a first-time reaction. Having an adrenaline autoinjector for general use (e.g. in first aid kits) should be considered as being additional to the prescribed adrenaline auto-injectors and should NOT be a substitute for children at high risk of anaphylaxis having their own prescribed adrenaline auto-injector/s.

Kit may include:

* in-date adrenaline auto-injector stored in an insulated container; stored away from direct heat and/or cold
* Australasian Society of Clinical Immunology and Allergy (ASCIA) First Aid Plan for Anaphylaxis card
* a pair of disposable gloves
* note pad and a permanent marker.

Standard portable first aid kit:

Suggested contents include, but are not limited to:

* basic first aid guide and CPR chart
* plastic bags for disposal
* gloves
* emesis bag
* sterile saline solution
* compression bandages
* individually wrapped sterile adhesive dressings (e.g. Band Aids)
* emergency accident blanket/space blanket
* resuscitation mask/face shield
* scissors
* instant cold pack
* notebook for recording details of first aid provided.

Emergency backpack:

Suggested contents include, but are not limited to:

* parent contact information, including authorisations
* children and staff with additional/medical needs list, including medication
* facility keys (including gates/padlock keys)
* portable non-perishable snacks (use-by-date checked)
* whistle
* copy of facility site plan and emergency management plan, including evacuation routes
* sunscreen and spare sunhats
* plastic garbage bags
* staff emergency contact information
* portable battery powered radio (batteries checked and charged)
* standard portable first aid kit
* torch (batteries checked and/or charged)
* children’s enrolment records
* bottled water (use-by-date checked)
* toiletry supplies
* traffic/emergency safety vest and tabards.