



FIRST AID AND ACCIDENT PROCEDURE

First Aid Cabinet Use - procedure

1. First Aid supplies are located in each classroom. When children go on a trip from the school by vehicle, a first aid kit will also be taken, together with a contact list for all the children with medical information included.
2. The first aid supplies must be:
 - Kept *inaccessible to children* at all times except when in use
3. The contents of the first aid cabinet is to be *checked termly* as advised by St Johns or First Aid solutions, and restocked as necessary.

Accident and illness procedure

1. At all times while children are attending kindergarten there will be *at least one staff member who holds a current first-aid certificate for every 25 children*. The kindergarten meets the cost of obtaining the certificates.
2. A kindergarten staff member who is on site (Kindergarten or primary school grounds), who is not on a scheduled break but who may be on non-contact, may count towards the first aider ratio.
3. In the case of serious illness or accident the injured person must not be moved.
4. St. John is contacted immediately followed by contact with parent/caregiver/next of kin.
5. The Principal and kindergarten teachers will be aware of medical issues children and other staff may have. These are recorded on

<https://dunedinsteinerschool.sharepoint.com/sites/School/Shared Documents/Kindy/Policies and procedures - kindergarten/Health and Safety Kindergarten/17 HS17 & 25 First Aid and accident Proc Children and Staff 2022.docx>

enrolment forms for the children and for staff will be on their personnel file in the office filing cabinet.

6. Home phone number and emergency contacts of each child and staff member are kept and available to staff (on phone list beside the office telephone).
7. Teachers are responsible for recording all injuries in the accident register for all actions taken and for notifying the Principal or Kindergarten staff, parents and class teacher. A copy of the form is sent home to the parent.
8. If a child needs to be taken home by parents or caregivers due to illness or injury, a parent will be asked to collect the child. If no immediate contact can be made, the child will remain under the care of the Kindergarten staff until home arrangements are made. The child may wait in the Kindergarten office, staffroom, or in the classroom as appropriate, under supervision of a teacher or other member of staff
9. Where there is a serious injury or illness or incident involving a child while at the service that is required to be notified to a specified agency, the service provider must also notify the Ministry of Education at the same time.

Review and implementation of practices as required

Each room’s register will be checked and recorded on the termly Health and Safety review form in order to inform staff of any hazards needing attention or any amendments or changes to the programme required.

Name: Position:

Signed: Date:

Date of next review: October 2022

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