



First Aid Policy

Aim

To ensure that we have adequate first aid systems, equipment and training to ensure the safety and wellbeing of all stakeholders who enter the preschool premises.

Sutherland Presbyterian Church Preschool prioritises the safety, wellbeing and welfare of our enrolled children over all others. The aim of this policy is to allow us to support positive outcomes for all children through our approaches.

Implementation

Qualifications

- While we are only required to have one qualified first aider present at all times, every employee at SPCP has a first aid qualification that includes the following:
 - Full first aid qualification aligned with the list of approved courses provided by ACECQA (i.e. HLTAID012) that must be current and renewed every 3 years. This qualification includes the provision of Asthma and Anaphylaxis training within the course code.
 - CPR training certification aligned with the list of approved courses provided by ACECQA (i.e. HLTAID009) that must be completed within the last 12 months.
- A record of staff qualifications is kept on staff files and allows for clear records of expiry dates.
- Once staff have completed their new course details will be uploaded to the Worker Register through the NQAITS portal within 14 days.

First Aid Kits

- There are several first aid kits within the preschool and each of these kits are located on emergency plans using a white cross on a green background.
- The kits inside the preschool are:
 - Kitchen wall mounted kit – this is a fully stocked kit for use with adults and children
 - Preschool room
 - Outdoor area
 - Emergency kit – Located in the emergency bag
 - Excursion kit – Located in the excursion bag
- Each kit is stocked to meet the environment in which it is kept, and the contents of each kit is determined by a risk assessment. The risk assessment includes information of historical incidents that have happened in that location, and potential incidents that could happen based on the location/use/activities associated with the kit.
- For full risk assessment and first aid kit contents see Appendix A.



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- First aid kits are checked monthly using a checklist (Appendix B) and any items required to top up kits are ordered from the recognised suppliers – St Johns is the primary supplier however standard items such as bandaids, pens, notepads etc. can be sourced elsewhere.
- A store supply of items will be kept on the preschool premises so that items can be restocked quickly without needing to wait for the order to be filled.
- Any items that are expired or due to expire within the next 4 weeks will be removed and replaced with in date items.
- While doing the first aid kit checks any items flagged as going to expire within the next term should be ordered in preparation for this so that new items will be available to swap over expiring items with before they expire.
- Should the contents of the first aid kits be updated, or a new supplier need to be sourced, during the transition between first aid kit contents it is acceptable that similar products can be added to the kits instead of the exact items listed on the forms below. For example the correct number of bandages is acceptable if the specific size and type may vary to use up existing items within the preschool stocks and reduce waste.

First Aid Kit Review Procedure:

1. Print out a copy of the checklist (Appendix B)
2. Conduct checks of all first aid kits by reviewing the contents of each kit in line with the items listed on the checklist.
3. Where there are less items than the number on the checklist note this on the checklist.
4. Where items are due to expire within the next 3 months note this on the checklist.
5. If any items have expired remove these items from the kit and note the number of items left on the checklist.
6. Once all checklists have been completed work out what stocks exist in the service to replenish stocks and complete this immediately.
 - a. Place new items into to the kits to replenish stock
 - b. Make a record in the checklist “notes” column that you have replaced/refilled the kit and the date you completed this.
 - c. While replenishing stock from the additional supplies check expiry dates on these items to ensure all are within date or not due to expire within the next 3 months. If items are due to expire within the next 3 months add to the order summary to ensure ‘in date’ items are on hand in the preschool.
7. On the bottom of the checklist document a summary of items that need to be ordered to either replenish stock in kits, refill stock levels in additional supplies, or prepare for replacing expired/due to expire soon items.
8. Go to the St Johns website <https://shop.stjohn.org.au/collections/refills-supplies> and order all items required to ensure each kit meets the items on the checklist and additional back up stock levels exist within the preschool.
9. Note when you made the order on the checklist.
10. Once stock arrives and first aid kits are replenished make a note of this on the checklist ‘notes’ column to show that the first aid kits are now back up to required levels.
11. If items are unavailable through the St Johns website and they do not have any similar items then, and only then, can additional supplier be used for items that have the St Johns item code. Make a note of this in the checklist to show why this has happened.



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Applying first aid

- First aid must be applied using information obtained by educators during their first aid qualifications training.
- At all times educators must consider the safety of themselves and others while applying first aid.
- Where possible children should not be moved if they do not move themselves, especially in the case of major incidents or high falls. The only time children should be moved is when there is a greater risk for them where they currently are (e.g. near chemicals or live wires).
- Gloves must be worn by those applying first aid where there is a risk of contact with blood or other bodily fluids.
- In line with current best practice guidelines:
 - no products stronger than saline should be used on children as this may lead to further injury or incident. The only time these products (i.e. alcohol wipes, burn creams) can be applied is under the instruction of a medical professional or emergency response personnel. These items are not located in child only first aid kits and are intended for adult use only.
 - Splinters are not to be removed by educators as doing so may cause infection and leave particles in place. First aid for a splinter is to cover and have the child's parents seek medical attention. Splinter removers are not to be used on children.
- Aside from travel kits, ice packs associated with first aid kits are located in the freezer and must be returned there after use.
- After applying first aid an incident form must be completed. This includes for any adults as well as children as this may be required for WHS and Workcover purposes.

Source

- Education and Care Services National Regulations
- Staying Healthy in Child Care 6th Edition
- ACECQA Approved Qualifications
- SafeWork NSW -
<https://www.safework.nsw.gov.au/safety-starts-here/safety-overview/first-aid-in-the-workplace>

Compliance evidence:

- Education and Care Services National Regulations (2025) 89, 136, 146, 147, 168(2)(a)(iv),
- National Quality Standards 2.1, 2.2, 7.1, 7.2

Date of current review: 14/4/26

Date of previous review: New policy

Date of next review: April 2027 or as needed.



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Appendix A - First aid kit risk assessment

The following information guides the types of injuries that have, or could likely, occur in each area first aid kits are located and therefore what equipment should be kept within each kit. Where injuries have happened these have historical data (H) and where they could potentially happen based on the environment and use these have Probable data (P).

Due to feedback and best practice guidelines from first aid trainers the following approaches will be followed:

- nothing stronger than saline will be permitted in first aid kits where children are the primary patient. This prevents possible future issues due to reactions
- Any splinters or foreign bodies in the skin will not be removed due to the risk of infection and leaving parts behind, splinters etc. will be dressed and medical attention recommended to remove the item.

Likelihood assessment -

Rare: Less than once every 10 years
Unlikely: Every 3-10 years
Possible: Every 1-2 years
Likely: 2-10 times per year
Almost certain: occurs weekly to monthly

Outdoors

Primary injury obtained by: Children are the main focus of this first aid kit. A fully stocked kit is located in the kitchen if needed for more serious injuries/adults.					
Injury type	Data	Impact	Likelihood	First aid required	Items needed
Ground level fall/trip	✓H ✓P	Graze, bruise, scrape	Almost certain	Clean, dress, apply ice if needed	Saline Band-aids Dressing – adhesive Bandage Icepack (freezer) Gloves
Minor incident	✓H ✓P	No visible mark	Almost certain	Comfort – if needed apply ice/bandaid to help child settle (not medically needed)	Band-aids Icepack (freezer)
Fall from equipment - minor	✓H ✓P	Graze, bruise, scrape,	Likely	Clean, dress, apply ice if needed	Saline Band-aids Bandage Dressing – adhesive Dressing – non-adhesive Gloves
Fall from equipment - major	✓H ✓P	Sprain, fracture, open wound, dislocation	Rare	Imobilise, wrap, ice, cover, compression	Bandage Gauze Dressing – adhesive Dressing – non-adhesive Triangle bandage Gloves
Insect sting/bite	□H ✓P	Pain, swelling	Unlikely	Ice, dress, compression if poisonous	Bandaid Bandage Compression bandage Gloves

Splinters	✓H ✓P	Pain, discomfort	Unlikely	Clean, dress, seek medical attention	Bandaid Dressing – adhesive Dressing – non-adhesive Bandage Gloves
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This kit will be stocked using the following items primarily from St John

Item Code	Description	Qty	Item Code	Description	Qty
1020	Bandage Conforming 7.5cm x 1.5m	1	1128	Surgical Tape 2.5cm x 9m	1
1064	Compression Bandage 10cm	1	1181	Bandage Triangular 110 x 110cm	1
2020	Swabs Gauze 7.5 x 7.5cm x 3	1	5111	Saline Steritube15ml	3
223501	Adhesive island dressing	3	2139	Dressing Non-Adherent 7.5 x 7.5 cm	2
Elastoplast	Sensitive Plasters For Kids With Animal Print 20 pack	1	Elastoplast	Sensitive Assorted White Plasters For Wound Protection 40 pack	1
N/A	Pairs of gloves	4			

Indoors

Primary injury obtained by: Children are the main focus of this first aid kit. A fully stocked kit is located in the kitchen if needed for more serious injuries/adults.					
Injury type	Data	Impact	Likelihood	First aid required	Items needed
Ground level fall/trip	✓H ✓P	Graze, bruise, scrape	Likely	Clean, dress, apply ice if needed	Saline Bandaids Dressing – adhesive Bandage Icepack (freezer) Gloves
Minor incident	✓H ✓P	No visible mark	Almost certain	Comfort – if needed apply ice/bandaid to help child settle (not medically needed)	Bandaids Icepack (freezer) Gloves

This kit will be stocked using the following items primarily from St John

Item Code	Description	Qty	Item Code	Description	Qty
1020	Bandage Conforming 7.5cm x 1.5m	1	223501	Adhesive island dressing	3
2139	Dressing Non-Adherent 7.5 x 7.5 cm	2	5111	Saline Steritube15ml	3
Elastoplast	Sensitive Plasters For Kids With Animal Print 20 pack	1	Elastoplast	Sensitive Assorted White Plasters For Wound Protection 40 pack	1
N/A	Pairs of gloves	4			

Excursions

The excursion first aid kit will be aligned with the outdoor first aid kit at similar activities and types of injuries will be likely. Where an excursion has particular risks associated with it and requires additional first aid equipment this will be covered in the excursion's risk assessment and catered for before the excursion takes place.

This kit will be stocked using the following items primarily from St John

Item Code	Description	Qty	Item Code	Description	Qty
1020	Bandage Conforming 7.5cm x 1.5m	1	223501	Adhesive island dressing	3
1128	Surgical Tape 2.5cm x 9m	1	2139	Dressing Non-Adherent 7.5 x 7.5 cm	2
1064	Compression Bandage 10cm	1	N/A	Pairs of gloves	4
1181	Bandage Triangular 110 x 110cm	1	N/A	Safety Pins in bag x 8	1
2020	Swabs Gauze 7.5 x 7.5cm x 3	1	N/A	Note Pad & Pencil in bag	1
Elastoplast	Sensitive Plasters For Kids With Animal Print 20 pack	1	Elastoplast	Sensitive Assorted White Plasters For Wound Protection 40 pack	1
3225	Emergency First Aid Guide	1	4080	Resealable Bag Medium 150 x 230mm	1
N/A	Black Pen Ballpoint	1	4090	Resealable Bag Large 230 x 300mm	1
4070	Resealable Bag Small 100 x 180mm	1	5111	Saline Steritube 15ml	3
1210	Instant Cold Pack	1			

Emergency Evacuation Kit – located in emergency bag

This first aid kit will cover both adults and children. Due to the unknown nature of injuries that could occur during an emergency and subsequent evacuation this kit will be stocked with the following items based off the St John Workplace National First Aid Bag

Item Code	Description	Qty	Item Code	Description	Qty
1010	Conforming Bandage 5cm x 1.5m	3	2025	Gauze swabs - sterile 7.5 x 7.5 cm x5	5
1020	Conforming Bandage 7.5cm x 1.5m	3	2060	Combine Dressing 10 x 20cm	1
1064	Compression Bandage 10cm	1	2090	Wound Dressing No. 14	1
1128	Surgical Tape 2.5cm x 9m	1	2091	Wound Dressing No. 15	1
1181	Triangular Bandage 110 x 110cm	2	2130	Non-Adherent Dressing 7.5 x 7.5cm	1
1210	Instant Cold Pack	2	2140	Non-Adherent Dressing 7.5 x 10cm	3
2152	Non-Adherent Dressing 5 x 5cm	6	3130	Safety Pins in bag x 12	1
2170	Eye Pad	2	3140	Note Pad & Pencil in bag	1
2230	Adhesive Plastic Strips x 20	1	3225	Emergency First Aid Guide	1
3010	Scissors Medical 12.5cm SS Sharp/Blunt	1	3646	Black Pen Ballpoint	1
3070	Forceps S/S – Sharp 12.5cm	1	4070	Resealable Bag Small 100 x 180mm	1
3080	Emergency Shock Blanket	1	4080	Resealable Bag Medium 150 x 230mm	1

505410	Swabs Antiseptic x10	1	4090	Resealable Bag Large 230 x 300mm	1
514000	Burnaid Gel Sachets 3.5g	5	5111	Saline Steritube15ml	8
515413	Antiseptic Spray	1	354809	Resuscitation Mask - Reusable	1
305402L	Gloves Disposable in bag x 2	5			

Kitchen Kit – Located on wall in kitchen

This first aid kit will be used for adult injuries as these are much less likely, and the support additional needs for less common, and more serious child injuries. This kit will be stocked using the following list which is based on the St John Workplace National First Aid Kit - Wall-Mounted

Item Code	Description	Qty	Item Code	Description	Qty
1010	Bandage Conforming 5cm x 1.5m	3	2140	Dressing Non-Adherent 7.5 x 10cm	3
1020	Bandage Conforming 7.5cm x 1.5m	3	2152	Dressing Non-Adherent 5 x 5cm	6
1064	Bandage Compression Elastic 10cm	1	2170	Eye Pad	4
1128	Surgical Tape 2.5cm x 9m	1	2230	Adhesive Strips x 50 or similar	1
1181	Triangular Bandage 110 x 110cm	2	3010	Scissors Medical 12.5cm SS Sharp/Blunt	1
2025	Gauze swabs - sterile 7.5 x 7.5 cm x5	5	3070	Forceps S/S – Sharp 12.5cm	1
2060	Dressing Combine 10 x 20cm	1	3080	Emergency Shock Blanket	1

2090	Dressing Wound No. 14	1	3130	Safety Pins in bag x 12	1
2091	Dressing Wound No. 15	1	3225	Emergency First Aid Guide	1
2130	Dressing Non-Adherent 7.5 x 7.5cm	1	4070	Bag Resealable Small 100 x 180mm	1
4080	Bag Resealable Medium 150 x 230mm	1	514000	Burnaid Gel Sachets 3.5g	5
4090	Bag Resealable Large 230 x 300mm	1	515413	Antiseptic Spray	1
5111	Saline Steritube15ml	5	305402L	Gloves Disposable Nitrile Large x 2	5
354809	Pocket mask	1	505410	Swabs Antiseptic x10	1

Appendix B - First aid kit checklists

All items with codes in brackets at end of item description to be restocked from the St Johns website

<https://shop.stjohn.org.au/collections/refills-supplies>

Location: Outdoor

Date Checked: _____ **Checked by:** _____

Item	Qty Required	Amount present	Amount needed	Notes (Including exp dates, reordering info and date when restocked)
Example row	4	2	2	Ordered 2 more 4/2. Item restocked 20/2.
Example row	2	2	0	Exp 7/27
Bandage Conforming 7.5cm x 1.5m (1020)	1			
Surgical Tape 2.5cm x 9m (1128)	1			
Compression Bandage 10cm (1064)	1			
Bandage Triangular 110 x 110cm (1181)	1			
Swabs Gauze 7.5 x 7.5cm x 3 (2020)	1			
Saline Steritube15ml (5111)	3			
Adhesive island dressing (223501)	3			
Dressing Non-Adherent 7.5 x 7.5 cm (2139)	2			
Elastoplast Sensitive Plasters For Kids With Animal Print 20 pack or similar	1 x 20 pack			
Elastoplast Sensitive Assorted White Plasters For Wound Protection 40 pack or similar	1 x 40 pack			
Pairs of gloves	4			

Location: Indoor

Date Checked: _____ **Checked by:** _____

Item	Qty Required	Amount present	Amount needed	Notes (Including exp dates, reordering info and date when restocked)
Bandage Conforming 7.5cm x 1.5m (1020)	1			
Saline Steritube15ml (5111)	3			

Adhesive island dressing (223501)	3			
Dressing Non-Adherent 7.5 x 7.5 cm (2139)	2			
Elastoplast Sensitive Plasters For Kids With Animal Print 20 pack or similar	1 x 20 pack			
Elastoplast Sensitive Assorted White Plasters For Wound Protection 40 pack or similar	1 x 40 pack			
Pairs of gloves	4			

Location: Excursion Bag **Date Checked:** _____ **Checked by:** _____

Item	Qty Required	Amount present	Amount needed	Notes (Including exp dates, reordering info and date when restocked)
Bandage Conforming 7.5cm x 1.5m (1020)	1			
Surgical Tape 2.5cm x 9m (1128)	1			
Compression Bandage 10cm (1064)	1			
Bandage Triangular 110 x 110cm (1181)	1			
Swabs Gauze 7.5 x 7.5cm x 3 (2020)	1			
Saline Steritube 15ml (5111)	3			
Adhesive island dressing (223501)	3			
Dressing Non-Adherent 7.5 x 7.5 cm (2139)	2			
Elastoplast Sensitive Plasters For Kids With Animal Print 20 pack or similar	1 x 20 pack			
Elastoplast Sensitive Assorted White Plasters For Wound Protection 40 pack or similar	1 x 40 pack			
Pairs of gloves	4			
Safety Pins in bag	8			
Note Pad & Pencil in bag	1			
Emergency First Aid Guide	1			

Black Pen Ballpoint	1			
Resealable Bag Small 100 x 180mm (4070)	1			
Resealable Bag Medium 150 x 230mm (4080)	1			
Resealable Bag Large 230 x 300mm (4090)	1			
Instant Cold Pack (1210)	1			

Location: Emergency Bag **Date Checked:** _____ **Checked by:** _____

Item	Qty Required	Amount present	Amount needed	Notes (Including exp dates, reordering info and date when restocked)
Conforming Bandage 5cm x 1.5m (1010)	3			
Conforming Bandage 7.5cm x 1.5m (1020)	3			
Compression Bandage 10cm (1064)	1			
Surgical Tape 2.5cm x 9m (1128)	1			
Triangular Bandage 110 x 110cm (1181)	2			
Instant Cold Pack (1210)	2			
Gauze swabs - sterile 7.5 x 7.5 cm x5 (2025)	5			
Combine Dressing 10 x 20cm (2060)	1			
Wound Dressing No. 14 (2090)	1			
Wound Dressing No. 15 (2091)	1			
Non-Adherent Dressing 7.5 x 7.5cm (2130)	1			
Non-Adherent Dressing 7.5 x 10cm (2140)	3			
Non-Adherent Dressing 5 x 5cm (2152)	6			
Eye Pad (2170)	2			
Adhesive Plastic Strips (2230) or similar	20			
Scissors Medical 12.5cm SS Sharp/Blunt (3010)	1			
Forceps S/S – Sharp 12.5cm (3070)	1			

Emergency Shock Blanket (3080)	1			
Safety Pins in bag	12			
Note Pad & Pencil in bag	1			
Emergency First Aid Guide (3225)	1			
Black Pen Ballpoint	1			
Resealable Bag Small 100 x 180mm (4070)	1			
Resealable Bag Medium 150 x 230mm (4080)	1			
Resealable Bag Large 230 x 300mm (4090)	1			
Saline Steritube 15ml	8			
Resuscitation Mask - Reusable (354809)	1			
Swabs Antiseptic x10 (505410)	1			
Burnaid Gel Sachets 3.5g (514000)	5			
Antiseptic Spray (515413)	1			
Gloves Disposable in bag x 2 (pair)	5			

Location: Kitchen

Date Checked: _____ **Checked by:** _____

Item	Qty Required	Amount present	Amount needed	Notes (Including exp dates, reordering info and date when restocked)
Conforming Bandage 5cm x 1.5m (1010)	3			
Conforming Bandage 7.5cm x 1.5m (1020)	3			
Compression Bandage 10cm (1064)	1			
Surgical Tape 2.5cm x 9m (1128)	1			
Triangular Bandage 110 x 110cm (1181)	2			
Gauze swabs - sterile 7.5 x 7.5 cm x5 (2025)	5			
Combine Dressing 10 x 20cm (2060)	1			
Wound Dressing No. 14 (2090)	1			
Wound Dressing No. 15 (2091)	1			
Non-Adherent Dressing 7.5 x 7.5cm (2130)	1			

Non-Adherent Dressing 7.5 x 10cm (2140)	3			
Non-Adherent Dressing 5 x 5cm (2152)	6			
Eye Pad (2170)	4			
Adhesive Plastic Strips x 50 (2230) or similar	1			
Scissors Medical 12.5cm SS Sharp/Blunt (3010)	1			
Forceps S/S – Sharp 12.5cm (3070)	1			
Emergency Shock Blanket (3080)	1			
Safety Pins in bag	12			
Emergency First Aid Guide (3225)	1			
Resealable Bag Small 100 x 180mm (4070)	1			
Resealable Bag Medium 150 x 230mm (4080)	1			
Resealable Bag Large 230 x 300mm (4090)	1			
Saline Steritube 15ml	5			
Resuscitation Mask - Reusable (354809)	1			
Swabs Antiseptic x10 (505410)	1			
Burnaid Gel Sachets 3.5g (514000)	5			
Antiseptic Spray (515413)	1			
Gloves Disposable in bag x 2 (pair)	5			

