

Ko Taku Reo Preschool:

First Aid Cabinet procedure

Locations:

The pre-school has five first aid kits

- Fixed cabinet in the kitchen. This is in an area not accessed by children.
- Trip bag
- One in each van - South, South Central and West.

A contents list of all first aid supplies can be found with each first aid kit. The Preschool lead is responsible for ensuring the supplies are checked by a qualified First Aid certified staff member who will make purchase recommendations back to the Preschool Lead.

Procedure for use:

- Only permanent staff members will use the first aid supplies. All permanent staff will have first aid training as mandatory professional development to maintain current knowledge of first aid practices.
- Staff members administering first aid treatment will notify another staff member first.
- Gloves must be worn to prevent contact with bodily fluids
- Any disposable materials with blood or other bodily fluid will be bagged before being placed into the kitchen rubbish bin.

Related procedures:

- Medicine procedure

Reviewed	April 2026
Review partners	Lead Teacher, Staff, Parents
Next review date	April 2029
Signed:	
Preschool Lead	Susan Swolfs