

# 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.

## Contents:

A list of essential items, according to the Licensing Criteria for ECE, can be found in 'Appendix 1'. Each first aid kit will also contain items identified in the 'Medicine Procedure' document.

## 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

## Appendices:

- Appendix 1: essential first aid supplies

Reviewed	February 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	February 2026
Signed:	
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