

### **ADMINISTRATION OF FIRST AID NQS 2.1.1 Regulations 89 & 168 (2) (a) Version 1.11**

At Keithcot Farm Children's Centre, we are committed to providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors.

With regard to the provision of first aid, the Children's Centre will:

- Provide and maintain appropriate first aid equipment applicable to the worksite as detailed in the list of First Aid kit contents in the Approved Code of Practice - Occupational First Aid in the Workplace, CHES and Staying Healthy In Child Care each term.
- Provide access to approved First Aid training courses for key staff members
- Ensure that qualified first aid staff are available to assist injured or ill persons at the Centre and at any other Children's Centre initiated program and that at least one person trained in First Aid is at the Centre at all times.
- Ensure all accidents that occur at the worksite are recorded
- Maintain a record of staff who have current First Aid qualifications. This record is to be kept with staff files.
- The Director will ensure that adequate funds are allocated to ensure that First Aid supplies are maintained

**CREATED:** November 2007

**REVIEWED:** November 2008, November 2009, October 2010, October 2011, September 2012, September 2013, September 2014, September 2015, September 2016, September 2017

**TO BE REVIEWED:** September 2018

**SOURCED:** Staying Healthy In Child Care ( Current edition )  
Occupational First Aid in the Workplace  
CHES - Child Health Education Support Services  
Occupational Health, Safety and Welfare Act 1986 and amendments  
DECS Licensing and Standards  
First Aid in the Workplace Code of Conduct, Safe Work Australia  
2016