

EMERGENCY PROCEDURES AND AMBULANCE

Date of approval: 10 October 1996

Last reviewed: 4 June 2004

To be reviewed as required

POLICY STATEMENTS:

When an incident requiring outside medical assistance occurs the Director shall use discretion in executing the following procedures:

PROCEDURES

1. Telephone ambulance and / or doctor.
2. Telephone parent / guardian.
3. Telephone emergency contact person if required.
4. If no contact can be made with any of the above people then the appropriate staff member or committee member shall accompany the child in an ambulance.
5. Details of the incident will be recorded in the Accident book which is kept in the Office, and shall be kept at the kindergarten.
6. The incident shall be reported to Department of Human Services via telephone within 48hrs followed by a written report.

An appropriate, current First Aid Certificate must be held by at least one staff member.

The First Aid and Blood Spills bucket will be maintained and kept fully stocked by the Equipment and Library Officer.

Protective gloves will be worn by anyone cleaning up blood or an injury involving blood, and all precautions and procedures will be observed.

Poisons and Emergency phone numbers will be displayed on the notice board in the kindergarten office and in the kindergarten.

The Accident Book will be kept in the Office.

Fire and Emergency Evacuation

Emergency evacuation drills to occur once per term.

In the case of fire, the teacher and assistant will marshal all children out to the church lawn ensuring all daily attendees are present, where they will stay until it is safe to re-enter the building. One staff member will check there are no children in the kitchen, office or toilets. The Teacher will take the attendance book with him/her. The fire brigade will be rung.

Kindergarten not to be re-entered until emergency services advise to do so.

Fire Emergency Procedures will be displayed on the notice board in the kitchen and near sink in the kindergarten room, and reviewed as necessary. All staff should be aware of these.

Fire Extinguishers shall be maintained as appropriate.

RELATED POLICIES

Excursions

HIV/AIDS

Health and Hygiene

Occupational Health and Safety

RESPONSIBILITY

Director

Equipment and Library Officer

REFERENCES

Health and Community Services Regulations