



The English School of Mongolia

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The English School of Mongolia (ESM) Preschool

First Aid

Introduction

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

Glenaeon Rudolf Steiner Preschool is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

Procedure

ESM Preschool will ensure:

- all educators including regular casuals, hold a first aid qualification;
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the center and require first aid to be administered will be given first aid according to guidelines and recommended practices of a first aid qualification;
- all incidents will be documented and stored according to regulatory requirements;

Professional development of staff and educators

The Approved Provider will ensure:

- that all educators are supported to ensure they hold current recognized first aid qualifications;
- employee induction includes an induction to the first aid policy.

The Director and coordinator will:

- ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid training will be scheduled and maintained in a staff register;
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

Administration of first aid to children, families, staff and visitors to the center

The Approved Provider will:

- ensure that there is always at least one first aid qualified educator on the premises at all times.

The Director/coordinator will:

- ensure that enrolment records for each child include a signed consent form for the administration of first aid treatment and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- call for an ambulance when emergency medical treatment is required or delegate this responsibility.

In general:

- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider;
- as per the first aid plan, when necessary to avoid delay of treatment, in the first instance, first aid may be administered by the person who has witnessed the incident/injury/illness- then the Room Leader of the other room will take over administering first aid while the child's educator comforts the child.
- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident; and
- the people administering first aid will be the people who complete the incident/illness/injury/trauma record and pass to the responsible person for verification and signing by parent or guardian.

First aid supplies

The Approved Provider will ensure that:

- the center is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;
- first aid kits are stored in prominent positions, specifically, in the children's bathroom and staff kitchen;
- have illness and incident report forms located next to first aid kits in order to record all treatments administered at ESM Preschool;
- the first aid kits are suitably equipped, contain a list of contents, easily accessible and recognizable; and
- do not contain over the counter non-prescription medications; and
- first aid kits are carried on all field excursions.
- Educators and staff will:
 - ensure a first aid box checklist is kept in every first aid kit;
 - regularly monitor supplies, documenting checks each term of these checks and update stock as required; and
 - discard and replace out of date stock.

Documentation and record keeping

Educators and staff will:

- complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the center; and
- ensure that it is signed by the parent or guardian and a copy of the accident/incident report will be made available for parents/guardians on request.

The Approved Provider will:

- ensure records are confidentially stored for the specified period of time as required by the Regulation.

Managing incidents

Incidents requiring immediate first aid, recorded and reported to parents for immediate medical attention are:

- All HEAD injuries;
- All BACK injuries;
- Injuries when a child cannot move a limb;
- Lacerations likely to require sutures;
- Snake and spider bites; and
- Burns.
- A suspected break. Has occurred if there is:
 - Severe pain
 - Loss of movement
 - Swelling
 - Bruising
 - Unusual shape of the limb or strange angle
 - Too much movement of the limb
 - A grating or grinding noise.

Serious Incidents:

The Approved Provider will ensure:

- any serious incident occurring at the center will be documented on a Notification of serious incident form and reported to the Department of Education & Communities within 24 hours;
- a copy of the incident report will be provided to the family as soon as possible; and
- educators and staff are aware of the procedures around managing serious incidents.

The coordinator or responsible person will:

- notify parents of any serious incident; and
- arrange for medical intervention if required.

Educators and staff will:

- manage serious incidents as per this policy; and
- notify the coordinator and the head office immediately after the serious incident has occurred.

Policy Availability

The first aid policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

Review

Management and staff will monitor and review the effectiveness of the first aid policy regularly. Updated information will be incorporated as needed.

Policy Reviewed: March 2019