

Pre-School Administration of First Aid Policy

At Avenues College we believe that all students have the right to a safe, inclusive and supportive learning environment. We foster positive relationships and partnerships that complement our College values of *Courage, Creativity, Resilience and Respect*.

A child reports or educators identify that an injury or illness has occurred at Pre-school.

An available staff member attends to the injury.
Appropriate First Aid is applied and the child is encouraged to rest.

The First Aid Report is completed by educator/s who attended to the situation. A carbon copy of the Report for our records is made with the original.

The First Aid Report is placed on the sign in desk with a note in the comments section alerting parents/caregivers to this report. Parents/caregivers are notified immediately or at the end of session as appropriate.

An IRMS report will be made for serious incidents and those requiring medical treatment or Emergency Services. Parents/Caregivers will be notified by phone.