

## Huron Playschool Co-operative Inc.

### First Aid Policy

Updated: September 7, 2016

## Standard first aid requirements in the Childcare and Early Years Act

Ontario Regulation 137/15 [www.ontario.ca/laws/regulation/r15137#BK67](http://www.ontario.ca/laws/regulation/r15137#BK67) Section 58(2)

- Every licensee shall ensure that every employee working at a child care centre and every provider of home child care or in-home services has a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board or otherwise approved by a director.
- 2-Day Standard First Aid & CPR-C (adult/child/infant CPR)
- Time Required:16 Hours
- Standard First Aid qualifications are valid for three years. Recertification is then required.

## First Aid

Huron Playschool posts emergency telephone number lists near all telephones that includes the numbers of local fire and police departments, the nearest hospital and ambulance service, the nearest Poison Control Centre and a local taxi service.

Huron Playschool has ensured that the address of the Playschool can be seen from the street, day or night to help in the event of an emergency at the Playschool.

Staff and volunteers are trained and up-to-date with their first aid and CPR for the appropriate age groups of the children enrolled in the Playschool.

## How Huron Playschool is prepared before injuries occur...

- Signed parental consent forms are kept on file to enable the staff and volunteers to provide emergency treatment or transportation is necessary; complete and up-to-date emergency contact information is also available for each child in their file
- A list of each child's medical history is available in each child's file, which includes immunizations, allergies, medications and serious illnesses; family's update the forms once per year or whenever a change in information occurs; when away from the Playschool, each child's emergency contact information and medical consent forms are brought with the caregiver
- A back-up caregiver is available if medical transportation of a child is necessary
- Stocked first aid kits are available in convenient locations, and these locations are known to all staff and volunteers; the first aid kit is out of reach of children, but is easily

accessible to staff; staff and volunteers are familiar with and know how to use the contents of the kit; first aid kits are regularly checked and restocked as necessary

- A portable first aid kit is available for field trips and playground use
- Any special procedures individual children require are considered and supplies made available by the family (i.e. EPI-pen, insulin, anti-seizure medication, etc.)

### **First Aid Kit Supplies**

- Scissors
- Band-Aids (assorted sizes)
- Triangular bandages with safety pins
- Gauze pads for cleaning wounds & Stretchy gauze
- Thick dressings
- Sterile Telfa-pads
- Tweezers with points
- Ice packs
- Breathing mask
- Disposable gloves
- First aid book

### **First Aid Kit Supplies for Field Trips:**

- Safety pins
- Scissors
- Band-Aids (assorted sizes)
- Alcohol swabs or wet-wipes for cleansing
- Triangular bandages
- Gauze pads and stretchy gauze roll
- Thick dressing
- Sterile Telfa-pads
- Instant ice pack
- Breathing mask
- Disposable gloves
- Plastic bag to collect soiled gloves and used supplies

## **General Principles of First Aid...**

### **If an injury occurs:**

- Stay calm and call for another adult
- Check for life-threatening situations or conditions
- Unconsciousness
- Not breathing or having trouble breathing
- No pulse
- Severe bleeding
- Call 911 if needed; if possible, stay with the child and send another person to call

- Give CPR or first aid if necessary
- Treat the child for shock if indicated
- Do no further harm; do not move the child, unless the child is in danger of more injury
- Comfort the child
- Notify the parent or guardian, or other emergency contact
- After the incident is over, complete the injury report form
- Review and determine ways to prevent a reoccurrence

NOTE: The new CCEYA has a stipulation that all staff (who may be counted for the purposes of meeting the required ratios) must have the Standard First Aid Child/Infant CPR course certificate in order to work in licensed centres.

In co-ops this means that **every participating parent who is acting as a staff member** must also have this 16 hour training.

When we have two parents who replace a paid staff in the classroom, as before, the participating parents are considered staff and therefore must have the 2-Day Standard First Aid & CPR-C (adult/child/infant CPR) Time required: 16 Hours.

Where a person is not able to obtain the standard first aid certification with infant and child CPR due to a disability, the Playschool must request an exemption letter from the Ministry director and retain the letter on file for review.