Playcentre Aotearoa
First Aid & Civil Defence Kits

Introduction

This document is to assist Playcentre Aotearoa prepare for an emergency where people may be stuck at a centre and not able to leave for up to 24 – 36 hours or may be required to evacuate as a Playcentre to an Evacuation Centre situation in a hurry. **Content checks should be done each Term. Discard any expired items and then ensure these are replaced in a timely manner.**

As per the Ministry of Education (MoE) Licensing Criteria:

- **PF123 - First Aid Kit Criterion**
  - you must have at least one first aid kit for your service. The kit(s) should have a broad range of supplies that help adults treat children, as needed. For example, items to help care for wounds, bandage and support children, tools to help administer first aid, and other emergency items.
  - the specific items (and number of items) for each first aid kit depends on the number of children and the age of children in the service.
- **HS105 - Emergency Supplies** – Civil Defence Kit
  - there is no prescribed list that covers the supplies and resources that you must have in an emergency.
  - you will need to consider the number of people and their needs when deciding the supplies to keep.

Things to Consider

1. where is your Civil Defence / Emergency Kit located? Consider how you will access emergency items both if you can't enter building, or if you can't leave.
   - a wheelie bin can be useful to easily relocate inside/outside each day but consider how to transport items if you must evacuate through broken roads / mud.
2. keep paperwork (emergency plan / contact details) in a waterproof ziplock bag.
3. batteries not in use have a shelf life of 10 years. Check for leakages. Keep in original package and not in contact with metal as they will corrode.
4. survival blankets work by blocking the wind, stopping rain, and reflecting up to 90% of your body heat back to you (i.e they don't create heat). 2-3 children can be covered by one blanket.
   - woollen blankets are useful, however can be bulky. Consider the amount of room you have to store them with the kit.
5. water to drink should be sufficient for the needs of the centre for up to 24 hours (inc. nursing mothers)
   - water stored in a hot water cylinder can be used as part of the water requirements. However, you must turn off the power and water supply to the cylinder as it can become contaminated and / or dangerous if you do not.
   - an unopened, store-bought bottle of water (named) is recommended as part of each child's individual emergency supplies

Emergency Food

- food already in centre is considered a Civil Defence supply
- store food in a cool dry location
- Playcentre requires all parents to provide a named ice cream container with non-perishable food items, along with a spoon and bottled water, for their child as part of the centre's emergency kit. This means each child has an emergency supply of food appropriate for that child i.e formula or allergen specific. This is in line with other ECE, Education and Kindergarten standards. Playcentre does not supply this food.
- whānau should bring in their child's container at the start of **term,** take home at the end of term and replace at the start of the next term. This helps ensure food doesn't expire, remains suitable for each child's preferences and minimises waste.
- examples of non-perishable food:
  - formula sachets
  - tinned chicken / tuna
  - nuts
  - muesli bars
  - biscuits
  - baked beans / spaghetti (tin)
  - comfort food e.g. chocolate
  - tinned baby food / pouches
  - crackers
  - dried fruit
  - juice box
  - tinned fruit

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First Aid Contents					
Playcentre Aotearoa has a standardised list for First Aid Kits. All items on the list below can be sourced from our national suppliers. Mandatory items are provided through national suppliers. Centres may choose to include additional / optional items using their discretionary budgets.					
Item	**Available From**	**Checked: Term 1**	**Checked: Term 2**	**Checked: Term 3**	**Checked: Term 4**
Mandatory:					
Disposable Gloves	Office Max / Red Cross				
Sterile Saline Solution	Office Max / Red Cross				
Safety Pins	Office Max / Red Cross				
Bandage Clips	Office Max / Red Cross				
Tape	Office Max / Red Cross				
Plasters	Office Max / Red Cross				
Bandages	Office Max / Red Cross				
Triangular Bandage	Office Max / Red Cross				
Scissors	Office Max / Red Cross				
Tweezers	Office Max / Red Cross				
Cold Pack	Office Max / Red Cross				
First Aid Manual	Office Max / Red Cross				
Optional:					
Sterile Eye Pad	Office Max / Red Cross				
Eye Wash Container	Office Max / Red Cross				
Face Masks	Office Max / Red Cross				
Face Shield	Office Max / Red Cross				

Note:

- As part of Playcentre's core catalogue, Office Max have Modular First Aid Kits available which can be used in place of purchasing the individual items above.
- National Poisons Centre phone number – 0800 POISON or 0800 764 766
- Healthline phone number – 0800 611 116.

As a general guide, at least one medium or large first aid kit should be available for every 50 children in attendance. At least 1 adult accompanying children on an excursion should have a first aid kit on hand - *Ministry of Education*

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Civil Defence Kit

The items listed below are considered **mandatory** for your kit**.** These items should be ordered through our national suppliers.

These items are also considered mandatory and must be provided by centre whānau:

- non-perishable food (in a named ice cream / plastic container)
  - the emergency food provided should be sufficient to meet the child's needs for one day and appropriate for that child, i.e., formula or allergen specific
- spare clothing
- bottles (for formula)

The list has been created in conjunction with advice from **MoE** and **Civil Defence NZ** "*Emergency Supplies for Children/Young People*". Centres can use the table below to review kits each Term, documenting the date when each item is checked.

Item	Available From	Checked: Term 1	Checked: Term 2	Checked: Term 3	Checked: Term 4
Copy of Emergency Contact list	Centre				
Copy of Emergency contact details for children	Centre				
Copy of Centre Emergency Plan	Centre				
Nappies (various sizes)	Gilmours / Office Max				
Water to drink (bottled)	Gilmours				
Water to Wash	Gilmours				
Bucket	Mitre 10				
Disposable Cups	Office Max				
Hand sanitizer 500ml	Office Max				
Torch, batteries & spare set	Office Max				
Portable Radio, batteries & spare set	Office Max / Mitre 10				
Survival blankets	Office Max				
Rubbish Bags	Office Max				
Candles	Gilmours				
Waterproof matches/fire starter	Mitre 10				
Latex gloves	Office Max				
Hi Vis Vest (for adult/s in charge)	Mitre 10				
Whistle	Mitre 10				
Toilet paper	Already at Centre				
First aid kit and essential medications	Already at Centre				
Can opener – not electric	Already at Centre				
Non-Perishable Food	Whānau				
Spare clothing including underwear	Whānau				
Bottles for formula	Whānau				

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Civil Defence Kit, cont.				
The items below are considered **optional** and will not be provided by Playcentre, but instead may be provided by centre whānau, however please note this is not compulsory.				
Item	**Checked: Term 1**	**Checked: Term 2**	**Checked: Term 3**	**Checked: Term 4**
Container with activities for kids				
Water purification tablets				
Safety Goggles				
Duct tape				
Tarp				
Tent pegs				
Woollen blankets				
Utility Knife				
Rain poncho's				
Dust / Face Masks				
Generator & fuel (must comply with Safe Keeping)				
Sanitary items				
Cooker & pot				
Ropes				

Note:

- Centres should have a ***Getaway Kit*** in case there is a need to evacuate in a hurry – the contents of this kit may include items from the emergency kit but doesn't need to be a duplicate:
  - torch, radio & spare batteries
  - first aid kit
  - survival blanket
  - water
  - nappies
  - easy to carry food
  - toiletries / wet wipes