

## ADMINISTRATION OF FIRST AID

### POLICY STATEMENT

Our service will provide and maintain a high level of care for children whilst in our care. The service will ensure that educators will be suitably qualified in emergency first aid management, and that first aid equipment and support will be available to all children, educators and visitors to the service and whilst on excursions.

Ideally, all educators will undertake senior first aid, asthma management and anaphylaxis management training to ensure full and proper care of all is maintained.

### CONSIDERATIONS

Education and Care Services National Regulations	12, 85, 86, 87, 88, 89, 90, 91, 92, 93, 95, 96, 97, 174
National Quality Standard	QA2
Other Service policies/documentation	<ul style="list-style-type: none"><li>• Family Handbook</li><li>• Educator Handbook/Manual</li><li>• Incident, Injury, Trauma &amp; Illness reports</li><li>• Minor incident &amp; injury report</li><li>• Risk assessments</li><li>• Medication Records</li><li>• Providing a Child Safe Environment policy</li><li>• Excursion policy</li><li>• Management of Incident, Injury and Trauma policy</li><li>• Dealing with Infectious Disease policy</li><li>• Medical conditions policy</li></ul>
Other	<ul style="list-style-type: none"><li>• My Time, Our Place Outcome 3</li><li>• ACECQA "Frequently Asked Questions"</li></ul>

### PROCEDURES

#### a) The Service will:

- Display telephone numbers of emergency contacts, local doctor and poisons centre will be located in the office and kitchen.

#### b) Nominated Supervisor/Responsible Person:

- Is responsible for ensuring that a minimum of one educator who is currently qualified in senior first aid, asthma management and anaphylaxis management is present at the service at all times it is educating and caring for children.

- Where the service has had to administer first aid and the incident is deemed serious as per Regulation 12, the Nominated Supervisor or Responsible Person will ensure that the steps outlined in the “Management of Incident, Injury, Illness and Trauma” policy are followed and the Regulatory Authority is notified within 24 hours of either the incident or them becoming aware of the incident.

**c) Educators:**

- An educator will be designated the duty of maintaining the kits to ensure that they are fully stocked, and that all items are within the use by date.
- At orientation, educators and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.
- In the event of an emergency, the educator administering the first aid must not leave the patient until emergency services or the parent arrives. A second educator should make all emergency calls.

**d) First Aid Kits:**

- A fully stocked and updated first aid kit will be kept in the designated secure place in the centre. Educators are to ensure that this is easily accessible to all educators and volunteers and kept inaccessible to the children.
- Separate travelling first aid kits will be also maintained and taken on all excursions and outdoor activities at the centre.
- The first aid kit will contain the minimum equipment suggested by the Red Cross or St John’s Ambulance and a first aid manual will be kept at the centre.
- A cold pack will be kept in the freezer and in portable cooler bag for outside first aid kit, for treatment of bruises and swelling.
- An inventory of the kits will be maintained and checked on a minimum monthly basis and signed off by the Nominated Supervisor/Directors/WHS Officer. The checklists may be requested for sighting by management or from the NSW regulatory authority.

**e) Qualifications and Professional Development:**

- The centre will budget for the cost of the first aid course or renewal for each educator as part of the training budget.
- A current first aid certificate or willingness to undergo training will be advertised for all new positions.
- Will endeavour to have all educators holding a current first aid qualification.
- Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents.

**f) In the case of a minor accident, the first aid attendant will:**

1. Reassure the child
2. Assess the injury
3. Attend to the injured person and apply first aid as required.
4. Ensure that disposable gloves are used with any contact with blood or bodily fluids.
5. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the infectious diseases policy.
6. Ensure that anyone who has come in contact with any blood or fluids washes their hands thoroughly in warm soapy water.
7. Record the incident and treatment given on the incident, injury, illness, and trauma forms; recording the following details:
  - Name and age of child
  - Date, time, and location of incident
  - Description of injury and circumstances of how it occurred, including witnesses.
  - Treatment given and name and signature of first aid attendant
  - Details of any medical personnel contacted.
  - Name and details of any parent or emergency contact notified or attempted to notify.
  - Time and date of report and name and signature of a person making report
  - Name and signature of nominated supervisor
8. Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child.
9. Parental signature confirming knowledge of the accident report form will be gained at the soonest possible convenience.