

4.1 Administration of First Aid Procedure

Quality Area 2: CHILDREN'S HEALTH & SAFETY

Standard 2.2 Safety

Regulation 85 Incident, injury, trauma and illness policies and procedures

Regulation 86 Notification to parents of incident, injury, trauma and illness

Regulation 87 Incident, injury, trauma and illness record

PURPOSE

To ensure all educators are capable in the responsibility to administer First aid if required. First Aid includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

First aid can save lives and prevent minor injuries or illnesses from becoming major. The capacity to provide prompt basic first aid is particularly important in the contact of an early childhood service where staff have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service

IMPLEMENTATION

Service Manage/Nominated Supervisor/ Responsible Person will:

- Maintain a current approved first aid qualification
- Ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA
- Support educators when dealing with a serious incident, trauma
- Provide and maintain an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards
- Provide and maintain a transportable first aid kit that can be taken to excursions and other activities
- Monitoring the contents of all first aid kits and arranging replacement of stock, including when the use-by date has been reached
- Disposing of out-of-date materials appropriately
- Ensure safety signs showing the location of first aid kits are clearly displayed
- Keep up to date with any changes in the procedures for the administration of first aid
- Ensure that appropriate documentation is being recorded by the relevant educator on the *Incident/Accident/Trauma/Illness Record* in regard to incidents, injury, trauma and the administration of first aid
- Ensure that first aid training details are recorded and kept up to date on each staff member's record

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- Ensure that staff are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service
- Ensure there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements and individual children’s allergies
- Ensure that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the *Incident/Accident/Trauma Record*

Educators will:

- Implement appropriate first aid procedures when necessary
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- Ensure that the details of any incident requiring the administration of first aid are recorded on the *Incident/Accident/Trauma Record*
- Conduct a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised
- Follow the following guidelines in the event that an incident or accident occurs at the service:
 - Educator or staff member will inform the Nominated Supervisor and a first aid qualified educator of the incident, illness or injury
 - Nominated Supervisor or first aid qualified educator will review the child’s medical information including any medical information divulged on the child’s enrolment form, medical management plan before the first aid qualified educator attends to the injured or ill child or adult
 - If the illness or incident involves asthma or anaphylaxis, an educator with approved asthma or anaphylaxis training will attend to the child or adult following their Medical Management Plan
 - Nominated Supervisor and educators supervise and care for children in the vicinity of the incident, illness or injury
 - If required, first aid qualified educator or Nominated Supervisor alerts medical practioners/ambulance
 - First aid qualified educator or Nominated Supervisor notifies parent or emergency contact, informing them that the child requires medical attention from a medical practitioner

Or

- Educator or Nominated Supervisor contacts parent or emergency contact to collect child from the Service
- Nominated Supervisor ensures Incident, *Incident/Accident/Trauma Record* is completed in its entirety and parent and the regulatory authority is notified as soon as possible and within 24 hours of the injury, illness or trauma.

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