

# Health & Safety: Administration of First Aid

Policy/Procedure Number: B 3

Policy/Procedure Requirement: National Quality Standards 2; Regulations 89, 136 & 168

## Policy Statement

It is a mandatory requirement for all Educators engaged by or registered with the service to hold a current approved first aid qualification and to have undertaken anaphylaxis management training and emergency asthma management training, either as part of the first aid qualification or separately.

## Rationale

All Educators and Coordination Unit Staff should know their responsibilities and follow correct procedures to administer first aid in an emergency.

## Strategies and Practices

### The Coordination Unit Staff will:

- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Ensure that all Educator approved first aid qualifications, anaphylaxis management training and emergency Asthma management training are current and are recorded in the Service's system
- Ensure staff maintain current approved first aid qualifications, anaphylaxis management training and emergency Asthma management training
- **Check/monitor the contents of all first aid kits** at Educator annual home safety check
- Ensure that an up to date **first aid kit is taken on all FDC planned events and excursions**
- Keep up to date with any changes in the procedures for the administration of first aid
- Ensure a risk assessment is conducted prior to an excursion to identify risks to health, safety or wellbeing and specify how these risks will be managed and minimised
- Ensure all staff are aware of their responsibilities in the event of an emergency
- Adhere to the Incident, Injury, Trauma and Illness Policy in all accident situations
- If required, ensure a FDC Coordination Unit staff member goes to support Educator at scene of accident
- If necessary, organise alternate care or collection by parents at the Educator's home
- Report accident/incidents to appropriate authorities as soon as possible, where medical or emergency attention was sought or should have been sought for a child
- Assess submitted **"Incident, injury, trauma and illness record"** of Children in Care. Investigate the incident if necessary, and note corrective action taken

- **If any child requires medical attention for an incident, injury, trauma or illness, the ACT Children's Policy and Regulation Unit is required to be notified by the FDC Coordination unit within 24 hours of the incident, injury, trauma or illness occurring**

#### **Educators will:**

- Adhere to the Incident, Injury, Trauma and Illness Policy in all accident situations
- Notify serious incidents on the same business day of the incident and submit the completed written report to the Coordination Unit within 24 hours of the incident occurring
- Complete a Notice of Incident, Injury and Trauma Report of Children in Care for all incidents
- Ensure a fully stocked, current and correctly labelled first aid kit is easily recognisable and accessible both at Educator's home and on outings

#### **In the case of a minor accident the Educator will:**

- Assess the injury
- Attend to the injured person and apply first aid as required
- Ensure that disposable gloves are worn when dealing with blood or bodily fluids and follow the Service's management of exposure to blood and bodily fluids protocol for cleaning up and disposal
- Verbally report any accident to the Coordination Unit and parent / guardian or other responsible person as soon as practicable
- **Record the incident and treatment given on the "Incident, injury, trauma and illness record".** Ensure parents complete and sign the parent / guardian response section and forward to the Coordination Unit within 24 hours of the incident occurring

#### **In the case of a major accident the Educator will:**

- Assess the injury and decide whether the child needs to be attended to by a doctor or whether an ambulance should be called.
- **If the child's injury is serious the first priority is to get immediate medical attention.** Contact parents immediately, if not possible, there should be no delay in organising medical attention. Keep trying to contact parents or emergency contact
- **Contact the Coordination Unit to advice of accident** as soon as possible and request assistance if required
- Attend to the injured person and apply first aid as required
- Ensure that disposable gloves are worn when dealing with blood or bodily fluids and follow the FDC management of exposure to blood and bodily fluids protocol for cleaning up and disposal
- Stay with the child until suitable help arrives, or further treatment taken
- Try to make the child comfortable and reassure them
- If an ambulance is called and the child is taken to hospital a staff member/Educators will accompany the child if possible
- **Record the incident and treatment given on the "Incident, Injury, Trauma and Illness Record".** Ensure parents complete and sign the parent / guardian response section and forward to the Coordination Unit within 24 hours of the incident occurring
- **Notify the insurance company of any injury to a child that requires medical treatment**



### **Parents/Guardians Will:**

- Provide written consent (via the Enrolment Form) for the Educator to administer first aid and call an ambulance, if required
- Provide the contact details of their preferred Medical Practitioner, Medicare number and expiry date and if applicable their Health Insurance/ Ambulance subscription number
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.
- Complete and sign the parent / guardian response section of the Notice of Incident, Injury and Trauma report in the event of an accident / incident

### **Day-to-Day Service Management of Health and Safety Policies**

- Reviewed quarterly and as required

### **Resources and Further Readings**

- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010
- ACECQA National; Quality Framework Resource Kit [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Childcare Service Handbook 2013-2014

### **Related FDC Policies, Procedures & Documents**

- Health & Safety: Incident, Injury, Trauma and Illness Procedures
- Health & Safety: Dealing with Medical Conditions Policy
- Health & Safety: Medication Policy
- Excursion Policy, and Regular and Non-Regular Excursion Forms
- Management of Blood and Body Substance Spills (NHMRC)
- Child Enrolment and Parent Agreement Form
- Home Safety Checklist

Created: May 2015  
Reviewed: May 2016, June 2017  
Next Review: June 2018