

Administration of First Aid

Policy/Procedure Number: **QA2 - 3**

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

Policy Statement

Under the Education & Care Services National Regulations it is a mandatory requirement for all Educators registered with the Service to hold a current approved first aid qualification including anaphylaxis management and emergency asthma management training (HLTAID012).

Rationale

All Educators and Coordinators should know their responsibilities and follow correct procedures to administer first aid in an emergency. We are committed to providing an environment that promotes children's health, safety and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid.

Strategies and Practices

The Service will:

- Ensure a plan is in place that outlines how educators are informed about the Medical Conditions Policy and the Medical Management Plan and Risk Minimisation Plan for the child. It also sets out how families can communicate any changes to the Medical Management Plan and Risk Minimisation Plan for the child.
- Ensure that there are practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented (if relevant)
- Ensure that all parent authorisations and health information are kept in the child's enrolment record
- Ensure that a record is kept for each child to whom medication is to be administered by the service. Details to be recorded:
 - the child's name
 - the authorisation to administer medication
 - the name of the medication the date and time the medication was last administered
 - when the medication should be next administered
 - the dosage to be administered
 - the manner in which it is to be administered
 - details once it is administered.

Responsibilities of the Coordinators:

The Coordinators will:

- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Ensure that all Educators have approved current first aid qualifications including anaphylaxis management training and emergency Asthma management training (HLTAID012)
- Ensure Educators renew their first aid training prior to the expiry date
- **Check/monitor the contents of all first aid kits** at annual FDC 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 Educators and Coordinators 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 Coordinator 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 services 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 Service within 24 hours** of the incident, injury, trauma or illness occurring

Responsibilities of the Educators:

The Educators will:

- Ensure they maintain approved current first aid qualifications (HLTAID012)
- Adhere to the Incident, Injury, Trauma and Illness Policy in all accident situations
- Ensure a fully stocked, current and correctly labelled first aid kit is easily recognisable and accessible both at Educator's home and on outings
- Ensure that Panadol or Nurofen etc is NOT Administered

First Aid Kits:

- The first aid kit will be accessible to Educators, regular visitors and Coordinators but inaccessible to children
- It is recommended that Educators purchase first aid kits that are approved/ sold by a first aid training provider or approved kits sold by a third party vendor.

- The kits must be large enough to contain all necessary items, are immediately identifiable with a white cross on green background, contain a list of the contents for the kit and are made of a material that protects the contents from dust, moisture and contamination
- The educator must ensure the contents are replenished, have not passed their expiry date and that sterilised contents are sealed
- Educators must conduct regular checks to ensure their first aid kits are maintained
- Educators are required to have permanent first aid kits in their vehicles if they use their vehicle for FDC purposes
- Items such as Epi Pen, Ventolin and child size spacer are to be replaced if used and kept within date. Personal protective aids such as gloves and masks are to be kept with the first aid kits

First Aid Response in the case of a minor 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
- 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 Coordinators 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 Coordinators within 24 hours of the incident occurring

If a child is seriously injured or becomes ill, the Educator will:

- Attend to the child immediately and try to make the child comfortable and reassure them
- Give appropriate first aid treatment which includes medical assistance
- Get immediate medical attention if the child's injury is serious or the child becomes very ill
- If required, call an ambulance and stay with the child until the ambulance arrives
- Call the parent/s or nominated contact to inform that an ambulance has been called for their child. If parents are not contactable, try to contact the emergency contacts
- **Contact the Coordinators to advice of accident** as soon as possible and request assistance if required
- Any medical or dental treatment required must be carried out by the parents/family nominated preferred medical/dental practitioner where possible
- Remain with other children in care whilst the child goes in the ambulance
- Ensure that **disposable gloves are worn** when dealing with blood or bodily fluids
- **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 Coordinators within 24 hours of the incident occurring
- **Notify the insurance company** of any injury to a child that requires **medical treatment**

Responsibilities of Parents & Guardians:

The Parents 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

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
- Safe Work Australia First Aid in the Workplace Code of Practice
- Australian Resuscitation Council Guideline 10.1

Related FDC Policies, Procedures & Documents

- Incident, Injury, Trauma and Illness Procedures
- Providing a Child Safe Environment
- Emergency & Evacuation
- Medication Policy
- Water Safety
- Sun Protection
- Dealing with Medical Conditions
- Immunisation & Infectious diseases
- Excursion Policy, and Regular and Non-Regular Excursion Forms
- Transportation of Children
- Management of Blood and Body Substance Spills (NHMRC)
- Child Enrolment and Parent Agreement Form
- Acceptance & Refusal of Authorisations
- Home Safety Checklist

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Reviewed: May 2016, June 2017, June 2019, January 2021, March 2022

Next Review: