

QA2 – ADMINISTRATION OF FIRST AID PROCEDURE

INFORMATION

First aid knowledge and appropriate response is an essential skill for all Educators and centre staff. For all team members to fulfil their duty of care they must maintain current first aid training including CPR, anaphylaxis and asthma training. At least 1 person on-site must have current first aid, CPR, anaphylaxis and asthma qualifications at all times.

RESPONSIBILITIES

All team members, visitors, students and volunteers must comply with this procedure.

Note: An unqualified first aider may still administer first aid but only under the supervision and direction of a qualified first aider.

PROCEDURE

ATTENDING TO AN INCIDENT

1. Assess the injury/issue:
 - a. If minor:
 - i. Provide appropriate first aid, complying with the procedure. If the injury is due to a child biting another child and breaking the skin, encourage the child who was biting to rinse their mouth and spit immediately. Wash the wound of the child who has been bitten with running water.
 - ii. Write and file an incident report.
 - iii. Discuss with the Nominated Supervisor whether to notify the parent/guardian by telephone or when they collect the child. Please note, any injury involving a biting incident or to the child's head must notify the parent as soon as practicable.
 - b. If minor, but requires medical attention:
 - i. Provide appropriate first aid
 - ii. Contact the parent/guardian or an emergency contact person to collect the child. Team members will not accompany the child to a medical centre.
 - iii. Where the parent/guardian or emergency contacts cannot be contacted, and the accident requires medical attention, an ambulance will be called. If the child needs to be taken by the ambulance to the hospital and the family still has not arrived, an Educator will accompany the child in the ambulance.
 - iv. Write an incident report.
 - v. Nominated Supervision or Responsible Person will determine whether to notify the regulatory authority within 24 hours of the incident.
<https://www.acecqa.gov.au/resources/applications/reporting#serious%20incidents>
If reported a copy of the report will be sent to the Area Manager, Operations Managers and CEOs.
 - c. If the incident is of a critical nature:

- i. Provide appropriate first aid - if the child is suffering from asthma or anaphylaxis, an Educator with approved asthma or anaphylaxis training must attend to the child following their Medical Management Plan
 - ii. Immediately contact emergency services by calling 000
 - iii. Direct a staff member to review the child's enrolment details so you can advise the emergency services of any allergies or relevant information
 - iv. As soon as possible and practicable, contact the child's parent/guardian or emergency contact
 - v. Write an incident report
 - vi. Nominated Supervisor or Responsible Person to notify the regulatory authority within 24 hours of the incident. A phone call and copy of the report will be sent to the Operations Managers and CEOs.
2. Support the child – No matter the situation, try to remain calm, and help to reassure the child.
 3. If not qualified, team members must advise first aid qualified Educator of the incident.
 4. Team members not attending to the child should continue to supervise and care for the rest of the children.

FIRST AID

First aid kits

- First Aid Kits will be located in a central position, easily accessible by all groups within the service.
- All first aid kits in the service will be easily recognisable and readily accessible to adults. Adequate first aid kits are to be available throughout the service to cater for the size of the service.
- A staff member will be responsible for ensuring that the First Aid Kit is checked regularly and restocked as necessary. Any out of date stock is to be discarded. Orders for new stock are to be placed with the Nominated Supervisor.
- A portable first aid kit is taken on all excursions, other offsite activities and on buses.
- We dispose of out-of-date materials appropriately.

Providing first aid

- Treat all bodily fluids as infectious.
- Wear gloves wherever possible, including when attending to a situation where there are body fluids.
- To dispose of soiled gloves, peel gloves back at the wrist, avoiding contact with the skin and put straight into a plastic bag and seal for immediate disposal in outdoor garbage.
- Wash hands, wrists and lower arms (according to the hand washing policy) after administering first aid or whenever in contact with any bodily fluids.
- Wash all first aid instruments which have been used thoroughly in hot soapy water.
- If another child has been contaminated with bodily fluids, body parts should be washed with soap and water.

First aid training

- In order to respond appropriately and quickly in emergencies including accidents and illness, all team members will gain and maintain current First Aid and CPR training.
- The Nominated Supervisor is to ensure that all team members keep up to date with their First Aid and CPR training.

Documentation

- Records of First Aid given must be kept.
- The team member who provided the first aid needs to ensure they record details of all treatment given on the Incident Report Form.
- Depending on the nature of the incident, the regulatory authority may need to be informed by the Nominated Supervisor or Responsible Person.
- Parents/guardians are asked to provide authorisation to the centre to seek emergency medical, hospital and ambulance services when required in the Family Enrolment Form.
- Copies of team members’ First Aid Training Certificates are to be kept in personnel files.
- The emergency evacuation plan and a resuscitation poster will be placed in prominent places.
- Emergency telephone numbers, including the Poisons Information Centre (131 126) will be displayed at all telephone stations and attached to the first aid kits.

ILLNESSES

Please refer to the Unwell Children and Suspected Infectious Disease Procedure for direction and advice on supporting and caring for unwell children.

ACKNOWLEDGEMENTS, REFERENCES AND RESOURCES

ACECQA (2018). *Guide to the National Quality Framework*. Retrieved 14 May, 2019 from <http://files.acecqa.gov.au/files/NQF/Guide-to-the-NQF.pdf>

National Health and Medical Research Council. (2013). *Preventing infectious disease in early childhood education and care services, 5th Edn*. Retrieved 14 May, 2019 from <https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>

DOCUMENT CONTROL

Date Reviewed	Modifications
June 2019	Created new policy document and format.
8 February 2022	No change
4 April 2023	Minor changes clarifying details