



ADMINISTRATION OF FIRST AID POLICY

POLICY STATEMENT

Clovelly out of School care will provide and maintain a high level of care for children attending the service. The service will ensure that necessary 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 first aid, asthma management and anaphylaxis management training to ensure full and proper care of all is maintained.

PROCEDURE

- The nominated supervisor is responsible for ensuring that a minimum of one educator who is currently qualified in first aid, asthma management and anaphylaxis management is on duty at the service always.
- The service will endeavour to have all permanent educators holding a current first aid qualification.
- New staff will be encouraged to obtain the newest qualification in First Aid HLTAID004 – Provide an emergency response in an education and care setting.
- A current first aid certificate or willingness to undergo training will be advertised for all new positions.
- The service will budget for the cost of the first aid course or renewal for each educator as part of the training budget.
- A fully stocked and updated first aid kit will be kept in the designated secure place in the service. Educators are to ensure that this is easily accessible to all educators and volunteers and kept inaccessible to the children.
- A separate travelling first aid kit will be also maintained and taken on all excursions and outdoor activities.
- 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 service.
- Several cold packs in good condition will be kept in the freezer 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 Coordinator/Nominated Supervisor. The checklists may be requested for sighting by management or from the NSW regulatory authority.
- An educator will be designated the responsibility 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.
- Qualified first aid educators will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents.
- Educators will wear PPE whenever administering first aid.
- Telephone numbers of emergency contacts and the local doctor will be located in the service office area.
- 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.



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.
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 on the Incident, injury, illness, and trauma sheet.

Educators will record 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 (adults only).
 - ☐ 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.
 - Where the service has had to administer first aid and the incident is deemed serious as per the Regulations, the Nominated Supervisor 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.

RELEVANT DOCUMENTS FOR CONSIDERATION

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
 Providing a Child Safe Environment Policy
 Excursion Policy
 Management of Incident, Injury and trauma Policy
 Infectious Disease Policy
 Family Handbook
 Staff Handbook

Version number	Date effective	Description of amendment
3	June 2017	Change to procedure
4	May 2020	Changes to wording

Considered and accepted by the Management Committee (representative) – A. Richardson

Considered and accepted by the staff (representative) – Katrina Thomas