

# Administration of First Aid

## QA2 Health & Safety

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### **Policy Statement**

The Service, as far as practicable, maintains a safe and healthy environment in which the risk of injury or illness for children is minimised. At least one appropriately qualified first aid provider is always present on the premises, when an enrolled child is present, and will administer first aid if required.

A fully equipped and maintained first aid kit is always kept at the premises and taken on all excursions from the Service.

### **Rationale**

The right to dignity, safety and well-being will be extended to all children in need of first aid.

While injuries and illness cannot always be prevented, we aim to minimise the impact by ensuring the Service is equipped to deal with these matters. First aid can preserve life, prevent a condition from worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of the Service where educators have a duty of care to take positive steps towards maintaining the health and safety of each child.

By providing an appropriately stocked first aid kit and ensuring at least one educator with a suitable first aid qualification is always present on the premises while children are present, we can meet the needs of children should they be injured or become ill while attending the Service.

### **Procedures**

#### ***First Aid Kits***

At least one fully stocked and updated first aid kit is kept in a prominent, accessible location. The first aid kit is easily accessible to educators and volunteers with contents inaccessible to the children.

A separate travelling first aid kit is maintained and taken to activities outside the approved premises and on excursions.

The first aid kits contain at least the minimum equipment recommended by the Red Cross or St John's Ambulance and a first aid manual.

A monthly stocktake is undertaken to ensure the kits are fully stocked, and that all items are within the use by date.

The address of the Service and the nearest access point to the OSHC rooms are recorded and placed in each first aid kit to assist educators to direct emergency services in the case of a medical emergency.

### **Staffing**

At least one educator who holds a current ACECQA approved first aid qualification, CPR, asthma management and anaphylaxis management is present at the Service at all times enrolled children are in attendance.

The first aid qualified educator is identified on the staff roster and displayed in a prominent position at the Service.

Educators, including relief educators, and volunteers are made aware of the location of the first aid kit and their responsibilities in relation to the provision of first aid.

### **Administration of first aid**

Upon enrolment to the Service, parents/guardians must provide authorisation for educators to administer first aid services to children if deemed necessary. See *Acceptance and Refusal of Authorisations Policy*.

First aid is administered in response to minor injuries and to stabilise an unwell or injured person until expert assistance arrives.

In the event of a serious illness or injury, the qualified first aid provider may decide to seek further medical assistance and help will be sought as per the enrolment agreement. A parent or emergency contact will be notified by the Nominated Supervisor as soon as possible.

In the event of an emergency, the educator administering the first aid will not leave the unwell or injured child until emergency services or the parent arrives. All emergency calls are made by a second educator.

When a child becomes ill at the Service, first aid will be administered as required and the child monitored until such time as a parent or emergency contact can collect the child.

In recognition of children's right to privacy and dignity, should a serious injury occur, and the child cannot be moved, all other children are withdrawn from the immediate area.

### **Medical plans**

Where a child has an asthma action plan, an action plan for anaphylaxis or allergic reactions, or a plan for any other medical condition issued by a medical practitioner, this plan will be always followed.

Parents are required to complete the *Risk Minimisation and Health Care Plan* upon enrolment to the service, which provides all relevant health information relating to their child's health needs, including medical plans. The *Risk Minimisation and Health Care Plan* is to be updated annually.

### **Records**

*Incident, injury, trauma, and illness records* are kept documenting any illness experienced by a child, or any injury that occurs to a child, during a care session. The record includes the details of the nature and circumstances of an injury or incident and any first aid or treatment provided. A parent or person authorised to collect the child will be notified of an incident involving their child and be requested to sign to acknowledge notification.

## References

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