

Administration of First Aid Policy

Policy Statement

Accidents may occur at any time throughout the day. Staff, need to be alert and responsive to any signs of injury to any individual at the centre. Educators need to be aware of the appropriate procedure when a child or any individual has an accident and staff need to be alert to possible hazards and prevent accidents were possible.

Links to the Education and Care Centre's National Regulations 2018, National Quality Standards 2018

Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First aid kits
	168	Policies and procedures

NQS

Quality Area 2- Children's health & Safety

Procedures:

- The nominated supervisor must ensure that a first aid qualified educator must be present at the service at all times.
- A suitably stocked first aid kit must be available in the service at all times. It must be easily recognisable and readily accessible to adults.
- The service will keep a contents list of items to be stored in the first aid kit and a documented monthly check of its contents must be retained.
- An action plan, for any children requiring first aid treatment for asthma or anaphylaxis, signed by a consulting doctor, must be provided by the family on enrolment. This must be on display in the service for all educators to see.
- Educators must seek a suitably qualified first aid holder to provide first aid treatment when required.
- At least one educator who holds a current emergency first aid management of asthma and anaphylaxis certificate is to be available onsite at all times.
- Educators are responsible for maintaining their up to date first aid certificate.
- Educators are to ensure any serious incidents are documented accordingly and a copy is to be provided to the family within 24 hours of the incident. Families are to be notified by phone to ensure they are immediately aware of the incident.
- If any further medical treatment is required an accident report must be documented and sent with the child.
- Staff, are to monitor the injured child's condition.
- If the Educators are concerned with the child's injury but it doesn't require emergency medical treatment then the staff are to contact the parent/ guardian to inform them.
- Families and the regulatory Authority must be informed of any serious incident that requires medical treatment within 24hours of the incident.

Asthma Emergencies

- In the case of an asthma emergency, medication may be administered to a child without written parent/guardian authorisation. If medication is administered the parent/guardian of the child or the child's registered medical practitioner will be contacted as soon as possible

- If someone collapses and appears to have difficulty breathing, call an ambulance immediately, whether or not the person is known to have asthma; Give 4 puffs of a reliever medication and repeat if no improvement;
- Keep giving 4 puffs every 4 minutes until the ambulance arrives;
- No harm is likely to result from giving reliever medication to someone who does not have asthma;

Anaphylaxis Emergencies

- In the case of an anaphylaxis emergency, medication may be administered to a child without written parent/guardian authorisation. If medication is administered the parent/guardian of the child or the child's registered medical practitioner will be contacted as soon as possible.
- For anaphylaxis emergencies, educators will follow the child's Emergency Action Plan. If a child does not have an adrenaline auto-injector and appears to be having a reaction, the educator will only administer adrenaline if the service has an additional adrenaline auto-injector for general use. Staff administering the adrenaline will follow the instructions stored with the device. An ambulance will always be called. The used auto-injector will be given to ambulance officers on their arrival. Another child's adrenaline auto-injector will NOT be used.

For a child or individual who requires an ambulance:

- Under no circumstances should a member of staff personally transport an injured or sick individual to hospital. Always call an ambulance.
- Tell the family or emergency contact that an ambulance is on its way to the centre. If they are unable to reach the centre to meet the ambulance, then ask them to meet the ambulance at the hospital.
- The staff member who is known to the child, accompanies them to the hospital if possible.
- Remove other children to an alternative area and instigate quiet activities. This may calm the children who witnessed the accident or prevent further injuries.

Comments:

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