

ARMIDALE & DISTRICT FAMILY DAY CARE

Administration of First Aid

Policy/policies:	Dealing with infectious Disease Excursions Incident, Injury, trauma and Illness
Regulation/s/ Standards:	Education and Care Services National Regulation- 89,136,137, 153,154, 245-247
Related procedures:	Staying Healthy in Child Care (5 th Edition)
References:	
Date effective	November 2016
Date for review	November 2018
Purpose	Prompt first aid is vital to protect the health of children in care
Responsibility	Educators, Staff, Educator Assistants and Relief Educators

Key information:

Family Day Care Educators registered with this service must maintain current First Aid qualifications with a nationally recognised unit of competency. A fully stocked First Aid Kit will be available in the Educator's service and a portable first aid kit will be taken on all excursions, including walking excursions. Appropriate First Aid procedures will be implemented when required.

Procedure:

- Family Day Care Educators, Educator's Assistants and Coordination Unit Staff are trained in First Aid, CPR, Anaphylaxis and Asthma management (Unit of Competency HLTAID004).
- Educators, Educator's Assistants and Coordination Unit Staff will update their First Aid Qualification every three years. *CPR training can require an annual update.*

The First Aid Kit

- The Coordination Unit will provide advice to Educators regarding First Aid Kit contents
- The Kit will be adequately stocked with "in date" products
- The Kit will be located in a readily accessible location within the service, identified by the recognisable symbol of a white cross on a green background.
- The Kit must be inaccessible to children
- It's location will be indicated by a green cross on the Emergency Evacuation Plan.