

## ARMIDALE & DISTRICT FAMILY DAY CARE

### *Administration of First Aid*

<b>Policy/policies:</b>	Dealing with infectious Disease Excursions Incident, Injury, trauma and Illness
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulation- 89,136,137, 153 NQS 2.1.2, 2.2.2
<b>Related procedures:</b>	Staying Healthy in Child Care (5 <sup>th</sup> Edition)
<b>References:</b>	
<b>Date effective</b>	November 2018
<b>Date for review</b>	November 2020
<b>Purpose</b>	Prompt first aid is vital to protect the health of children in care
<b>Responsibility</b>	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 must be available in the Educator's service and a portable first aid kit must 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 must be trained in First Aid, CPR, Anaphylaxis and Asthma management (Unit of Competency HLTAID004).
- Educators, Educator's Assistants and Coordination Unit Staff must 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 must be adequately stocked with "in date" products
- The Kit must 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 must be indicated by a green cross on the Emergency Evacuation Plan.