

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 National Quality Standard 2.1.2, 2.2.2
Related procedures:	Administering Medication, Infection Control/Hand Washing
References:	Staying Healthy in Child Care (5 th Edition)
Date effective	February 2021
Date for review	February 2023
Purpose	To provide prompt first aid to protect the health of children in care.
Responsibility	Nominated Supervisor, Coordinators, Educators, 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 HLTAID0012).
- Educators, Educator's Assistants and Coordination Unit Staff must update their First Aid Qualification every three years. *An annual update of CPR is required, as stated on each certificate.*

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.
- Its location must be indicated by a green cross on the Emergency Evacuation Plan.

Educators will:

- Implement appropriate first aid procedures when necessary.
- Ensure all other children are adequately supervised while providing first aid and comfort for a child involved in an incident.
- Ensure that the details of any incident requiring first aid is recorded on the incident, injury, trauma, and illness record.
- If the incident requires medical treatment, a notification must be made to the Department of Education and Communities.

Parents will:

- Authorise Educators to administer first aid or call an ambulance (if necessary).
- Be contactable, either directly or through emergency contacts in the event of an incident requiring the administration of first aid.