

## 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 National Quality Standard 2.1.2, 2.2.2
<b>Related procedures:</b>	Administering Medication, Infection Control/Hand Washing
<b>References:</b>	Staying Healthy in Child Care (5 <sup>th</sup> Edition)
<b>Date effective</b>	February 2021
<b>Date for review</b>	February 2023
<b>Purpose</b>	To provide prompt first aid to protect the health of children in care.
<b>Responsibility</b>	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.