

## 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 2023
<b>Date for review</b>	February 2025
<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 and CPR Qualification every 12 months.

#### **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.
- Notify the coordination unit as soon as practicable following a serious incident,
- If the incident requires medical treatment, a notification must be made to the Department of Education and Communities.
- In the case of possible poisoning through ingestion, inhalation, skin, or eye contact the Educator should immediately call an ambulance on 000 and the Poison's Information Line on 131126. Once emergency services have been alerted, the Educator should contact the AFDC's Coordination unit office to advise staff of the incident and seek support.

**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.