

ARMIDALE OUT OF SCHOOL HOURS CARE

Administration of First Aid

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 Standards 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	November 2023
Date for review	November 2025
Purpose	To ensure that prompt, appropriate first aid assistance is available to ensure the health and welfare of children in care.
Responsibility	Board of Directors, Management, Nominated Supervisor and Educators.

Key information:

Armidale Out of School Hours Care must ensure that an Educator with current First Aid qualifications, with a nationally recognised unit of competency, is present at the service at all times that children are in care.

A fully stocked First Aid Kit must be maintained in the 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:

- The Nominated Supervisor and those Educators who are designated as Responsible Persons must be trained in First Aid, CPR, Anaphylaxis and Asthma Management (Unit of Competency HLTAID0012).

- The Nominated Supervisor and Educators who are designated as Responsible Persons must update their First Aid Qualification every three years.
(CPR training may require an annual update as stated on each Certificate.)

The First Aid Kit

- Armidale Out of School Hours Care Kits must be adequately stocked with “in date” products;
- The primary First Aid 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 First Aid Kit must be inaccessible to children.

First Aid Responders will

- Implement appropriate first aid procedures when necessary;
- Call an ambulance if the event is of a serious nature.

The Responsible Person will:

- Ensure all other children are adequately supervised while first aid and comfort are being provided to the child involved in an incident or accident;
- 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 attention, notify the parent or guardian and the authorised Provider as soon as practicable.

Parents or Guardians enrolled in Armidale Out of School Care must:

- Authorise Armidale Out of School Hours Care Educators to administer first aid or call an ambulance (if necessary);
- Be contactable, either directly or through an authorised contact in the event of an incident requiring the administration of first aid .