

ARMIDALE & DISTRICT FAMILY DAY CARE

Administration of First Aid

Related documentation 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	August 2023
Date for review	August 2025
Purpose	To ensure that prompt and appropriate first aid is administered when necessary to protect the health of children in care.
Responsibility	Nominated Supervisor, Coordinators and Educators.

Key information:

Educators registered with Armidale Family Day Care 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 so that appropriate First Aid procedures are able to be implemented when required.

Procedures:

- Family Day Care Educators and Coordinators must be trained in First Aid, CPR, Anaphylaxis and Asthma management (Unit of Competency HLTAID0012).
- Family Day Care Educators and Coordinators must update their First Aid Qualification every three years and CPR Qualification every 12 months.

First Aid Kits

- The Coordination Unit provides advice to Educators regarding First Aid Kit contents.
- First Aid Kits must be adequately stocked with "in date" products.
- First Aid Kits must be located in a readily accessible location within the service, identified by the recognisable symbol of a white cross on a green background.
- First Aid Kits must be inaccessible to children.

- The location of First Aid Kits 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, and within 24 hours following a serious incident which requires first
- 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.

The Coordination Unit will:

- Maintain Incident Reports relating to the administration of First Aid in accordance with legislative requirements.
- If the incident for which First Aid was administered requires medical treatment, the Coordination Unit will make a notification to the Regulatory Authority within 24 Hours.