



# Administration of First Aid

## POLICY STATEMENT

Hunters Hill Out of School Hours will provide and maintain a high level of care for children attending the service. The service will ensure that necessary educators will be suitably qualified in emergency first aid management and that first aid equipment and support will be available to all children, educators and visitors to the service and whilst on excursions. Ideally, all educators will undertake senior first aid, asthma management and anaphylaxis management training to ensure full and proper care of all is maintained (My Time Our Place 3).

## PROCEDURE

- The nominated supervisor is responsible for ensuring that a minimum of one educator/staff member who is currently qualified in senior first aid, asthma management and anaphylaxis management is present at the service at all times it is educating and caring for children. Evidence of the first aid training will be kept in staff files.
- The service will endeavour to have all educators holding a current first aid qualification.
- A current first aid certificate or willingness to undergo training will be advertised for all new positions.
- The service will budget for the cost of the first aid course or renewal for each educator as part of the training budget.
- An appropriate number of fully stocked and updated first aid kit, in regard to the number of children bearing educated and cared for, will be kept in the designated secure place in the service. Educators are to ensure that this is easily accessible and recognisable to all educators and volunteers and kept inaccessible to the children.
- A separate travelling first aid kit will be also maintained and taken on all excursions and outdoor activities including school pick up and drop off.
- The first aid kit will contain the minimum equipment suggested by a first aid specialist organisation i.e.; Red Cross or St John's Ambulance and a first aid manual will be kept at the service.
- A cold pack will be kept in the freezer for treatment of bruises and swelling.
- An inventory of the kits will be maintained and checked on a *once a term* and signed off by the Nominated Supervisor. The checklists may be requested for sighting by management or from the NSW regulatory authority.
- An educator will be designated the duty of maintaining the kits to ensure that they are fully stocked, and that all items are within the use by date.



- At orientation, educators and volunteers will be made aware of the first aid kit/s, where they are kept and their responsibilities in relation to it.
- Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents.
- Telephone numbers of emergency contacts, local doctor and poisons service will be located in an accessible location next to the landline phone.
- In the event of an emergency, the educator administering the first aid must not leave the patient until emergency services or the parent arrives. A second educator should make all emergency calls.

**In the case of a minor accident, the first aid attendant will:**

1. Reassure the child
2. Assess the injury
3. Attend to the injured person and apply first aid as required.
4. Ensure that PPE is used with any contact with blood or bodily fluids.
5. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the INFECTIOUS DISEASE POLICY.
6. Ensure that anyone who has come in contact with any blood or fluids washes their hands thoroughly in warm soapy water. Notify the authorised nominee either by phone after the incident if seen fit or on their arrival to collect the child
7. Record the incident and treatment on an INCIDENT, INJURY, ILLNESS AND TRAUMA form:(r87)
  - Name and age of child
  - Date, time, and location of incident
  - Description of injury and circumstances of how it occurred, including witnesses.
  - Treatment given and name and signature of first aid attendant
  - Details of any medical personnel contacted.
  - Name and details of any parent or emergency contact notified or attempted to notify.
  - Time and date of report and name and signature of a person making report
  - Name and signature of nominated supervisor
8. Notify the authorised nominee either by phone after the incident if seen fit or on their arrival to collect the child



9. Authorised nominee signature confirming knowledge of the Incident, Illness, Injury and trauma report form will be gained at the soonest possible convenience. Notify the authorised nominee either by phone after the incident if seen fit or on their arrival to collect the child.

- Where the service has had to administer first aid and the incident is deemed serious as per Regulation 12, the Nominated Supervisor will ensure that the steps outlined in the “Management of Incident, Injury, Illness and Trauma” policy are followed and the Regulatory Authority is notified within 24 hours of either the incident or them becoming aware of the incident.

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/Evidence
S167, 174 R85, 86, 87, 89, 136	Standards 2.1 and 2.2  Elements 2.1.2 and 2.2.2	<ul style="list-style-type: none"> <li>• Medical Conditions</li> <li>• Administration of Medication</li> <li>• Providing a Child Safe Environment Policy</li> <li>• Excursion Policy</li> <li>• Management of Incident, Injury and trauma Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Handbook</li> <li>• Staff Handbook</li> <li>• My Time, Our Place Framework</li> <li>• Incident, Illness, Injury and trauma report</li> <li>• Risk Assessments</li> </ul>

VERSION CONTROL AND ENDORSEMENT

Version	Date completed	Date endorsed	Review Date
2	12.5.20	3.6.20	3.6.21