

Administration of First Aid

Procedure

- The nominated supervisor is responsible for ensuring that a minimum of one educator, who is currently qualified in Emergency First Aid Response first aid including emergency management of Asthma and Anaphylaxis, is present at the service at all times that the service is educating and caring for children.
- A current child care first aid certificate or willingness to complete training will be required for all new staff prior to employment. The BOOSH Centre will not cover the cost of training for new employees. Evidence of the first aid training will be kept in staff files. (r136)
- The service will endeavour to ensure all educators hold a current child care first aid qualification (known as *Provide an emergency first aid response in an education and child care setting*) by the time of their induction interview, and integration into the service as a 'Full Staff'.
- The centre will budget for the cost of renewal of First Aid qualifications, as well as any *Cardiopulmonary resuscitation* or *CPR* refreshers required for each educator, as part of the training budget.
- An appropriate number of fully stocked and updated first aid kits, in regard to the number of children being educated and cared for, will be kept in designated and secure places in the centre. Educators are to ensure that this is easily accessible to all educators and volunteers and kept inaccessible from the children.
- A separate portable first aid kit will also be maintained and taken on all excursions and outdoor activities.
- All first aid kits will contain materials and equipment appropriate to the number of children cared for, and a first aid manual will be kept at the centre.
- An inventory of the kits will be maintained and checked on a minimum monthly basis. 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.
- Posters depicting CPR procedures will be displayed in a prominent position.
- An appropriate number of cold packs will be kept in the freezer for treatment of bruises and swelling.
- At orientation, educators and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.
- Qualified first aiders will administer first aid in minor accidents or take first aid action required to stabilise the injured person until expert assistance arrives in more serious accidents.
- Telephone numbers of emergency contacts, poisons centre, and any other relevant contact will be located with the first aid bag.

- 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 accident or illness, the first aid attendant will:

1. Check for any danger to others or themselves
2. Reassure the injured person
3. Assess the injury
4. Attend to the injured person and apply first aid as required.
5. Ensure that disposable gloves are used with any contact with blood or bodily fluids.
6. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the infectious diseases policy.
7. Ensure that anyone who has come in contact with any blood or fluids washes their hands thoroughly in warm soapy water.
8. Record the incident and treatment given on an Incident, Injury, Trauma and Illness form including the following details:
 - Name and age of injured or unwell person
 - Date, time, and location of incident or onset of illness
 - Description of injury and circumstances of how it occurred, including witnesses; or detail the relevant circumstances surrounding the person becoming ill and any apparent symptoms
 - Treatment given including details of any medication administered
 - Details of any medical personnel contacted if any
 - 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 providing first aid and completing the report
 - Name and signature of educators who witnessed the incident or accident occurring (if applicable)
 - Time and date of any notifications or attempted notifications made to parent or guardians
9. A parent/guardian must be notified of the incident within 24 hours of occurrence. All injuries occurring to the head or face; or if the incident is deemed as requiring medical assistance; or if the child is unusually distressed; or if the child has become unwell; must be notified by phone to the parents/guardians as soon as possible. Injuries to the head or face, or other injuries of concern, should also be notified to the child's teacher if the incident occurs in before school care. If the injury and first aid required is minor the parents/guardians can be notified via a message to the child's parent/guardian on the Kiosk sign in/out system.
10. Reasonable steps will be taken to obtain a parents/guardians signature confirming knowledge of the Incident, Injury, Illness and Trauma Form for all injuries requiring first aid.
11. Where the service has had to administer first aid and the incident is deemed serious and in need of medical attention 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 occurring or them becoming aware that the child required medical attention.