

## 6.6.12 Administration of First Aid Policy

All Educators/staff must hold a current approved first aid qualification, have undertaken anaphylaxis management training and have undertaken emergency asthma management training.

Educators/staff will develop an Action Plan to follow in event of a medical emergency.

### First Aid qualifications

Educators/staff will:

- Possess a current approved first aid qualification.
- Undertake anaphylaxis management training.
- Undertake emergency asthma management training.
- Implement practices to minimize cross infection while providing first aid.
- Maintain the list of emergency services, a list of the child's current contact numbers and emergency services and keep these in an accessible position at all times.

### First Aid Kits

- The first aid kit will be accessible to Educators/staff visitors, students, parents and volunteers, but inaccessible to children.
- Educators/staff relief staff, visitors, students, parents and volunteers will be informed of the location of the first aid kit on their first day at Educators/staff service.
- Educators/staff will possess a portable first aid kit for excursions.
- Contents of the first aid kit are to be replaced if used and kept within date and notes taken of regular checks of the first aid kit. See list of items below in **Basic First Aid Kit Contents**.
- Personal Protective Equipment (PPE) aids (e.g.: gloves and masks) are to be kept with the first aid kits.
- If sharps (such as needles) are used by a child, the family day care educators will dispose of these in an approved Sharps Dispenser.

### Communication with families

- Educators/staff will obtain authorisation from parent/s and/or nominated contact on the enrolment form to administer first aid and obtain medical treatment and/or an ambulance if necessary.
- Educators/staff will inform parent/s or nominated person on the enrolment form following a first aid response.

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### First Aid response

When a child in care is seriously injured or becomes ill, the Educators/staff will:

- One staff member to attend to the child immediately, whilst the other staff member is to be with and keep other children away from the injured child.
- Give appropriate first aid treatment which may include medical assistance. Any medical or dental treatment required must be carried out by the parent/s/family nominated preferred medical/dental practitioner where possible.
- Call an ambulance if required and stay with the child until the ambulance arrives.
- Contact the parent/s or nominated contact on the enrolment form (by telephone or the most direct method of contact as indicated by the parent/s on the enrolment form) to inform that an ambulance has been called for their child.
- Remain with other children in care whilst the child goes in the ambulance.

Basic First Aid Kit Contents	Quantity	Expiry date
Adhesive dressing strips individually wrapped		
Gauze squares 75 mm x 75 mm sterile packets		
Eye pads sterile		
Triangular bandages		
Safety Pins		
Scissors (blunt or universal)		
Splinter probe or forceps		
Torch (small pencil type)		
Saline disposable 10 or 30 mm bottle for eye wash and wound dressing		
Wound dressings		
Dressing sterile, non-adherent, small		
Dressing sterile, non-adherent, large		
Cleaning swabs		
Cotton tipped applicators		
Gauze bandages 5 cm		
Conforming bandages (crepe or cotton)		
Non-stretch adhesive tape hypo-allergenic 1.25 cm wide		
Disposable gloves		
Cold packs (ice or chemical)		
Note pad and pencil Instruction booklet for emergency treatment		
Expired air resuscitation (EAR) and Cardiopulmonary resuscitation (CPR) guides		
Face shields		
Epi Pen Junior		

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