

ADMINISTRATION OF FIRST AID POLICY

1. Purpose:

The purpose of this Policy is to provide guidelines for the administration of First Aid, in the event of an accident or injury to a Child.

2. Scope:

This policy applies to:

- Little Saints Early learning Centre (the Service) and
- St Andrew's After School & Vacation Care (the Service)

3. Accidents

In the event of an accident or injury to a Child;

- Comfort the child, and administer first-aid
- Make sure the other children are supervised by a staff member.
- If the injury is serious, the parents will be notified immediately, by the Nominated Supervisor, or person in charge.
- If a parent, or emergency contact cannot be reached, the Nominated Supervisor, or person in charge, will act on behalf of the parent.
- For all accidents, an incident report will be completed and will be shown to the parents when collecting their child.
- The incident report form must be handed in to the Nominated Supervisor to read and sign. The parents must be advised when collecting their child and asked to sign the form, and must receive a copy upon request.
- Should an injury require medical attention, the appropriate form is to be completed by the Nominated Supervisor and staff involved and forwarded to the Office of Early Childhood Education and Child Care.

4. Head Injuries or Other Serious Injuries

Head Injuries can be quite serious, and lead to concussion or bleeding of the brain. It is critical that should a head injury occur, this procedure must be followed strictly.

- Parents must collect their child immediately should a head injury occur.
- Report all Head Injuries immediately to the Nominated Supervisor using the code words, '**We have a Code Red Situation**', in particular when there are other children around.
- A '**Code Red Situation**' is one which is a Medical Emergency where it is likely that an Ambulance will be called.
- Staff applying first aid must have a current First Aid Certificate, CPR, Asthma and Anaphylaxis.
- The Responsible Person and First Aider will determine whether the child requires immediate medical attention

- Ring 000 for an ambulance if required
- Ring the parents (if the parents arrive before the ambulance encourage them to remain until the ambulance arrives)
- The child must be monitored continuously, (and documented on an 'Illness Observation Form' until medical attention has arrived)
- Do not let the child sleep
- Follow the advice of the 000 phone operator
- One staff member to go outside and wait for the ambulance to direct them to the service
- In the event of an ambulance being called, the Nominated Supervisor or person in charge, shall accompany the child to the doctor/hospital, and stay with them until the parent arrives. Relief staff shall be contacted, to comply with child/staff ratios for the period of absence.
- For a minor bump to the head, parents will still be contacted. The child will not be permitted to sleep for a period of at least two hours if they are still at the Centre.

5. High Temperatures

- If the child's temperature is 38°C or higher, the child's parents will be contacted immediately, or emergency contact person, if parents cannot be located.
- One age/weight appropriate dose of Paracetamol will be given to the child if the temperature reaches 38°C after contacting the parent/emergency contact.
- The child will then be monitored, and their temperature checked every ten minutes.
- Re-assurance will be given to the child until the parent arrives.
- The Nominated Supervisor or Person in Charge must always authorise Paracetamol.
- Staff will complete a Child Illness Observation Form and the parent will need to sign it when they collect their child.

In the interest and safety of all children, Paracetamol will not be administered on a regular, long-term basis, unless authorised by the child's doctor.

6. Emergency Involving Anaphylaxis or Asthma

- For anaphylaxis or asthma emergencies, medication may be administered to a child without an authorisation.
- The service must contact the following as soon as practicably possible -
 - A parent of the child.
 - Emergency services.
 - The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

7. First Aid Kits / Epi-Centre

Re-created from Accident & Incident Policy (May 2011); Illness & Exclusion Policy (April, 2009); Medication Policy (May, 2009).

Created by: Ola Goryl

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- Service epi-pens and Asthma medication is kept in the reception area at Little Saints and in the office cupboard at OSHC and are clearly labelled.
- Parents must complete medical minimisation forms if their child suffers from any medical condition, allergy, anaphylaxis or dietary intolerance or preference. Asthma, allergy and anaphylaxis forms must be accompanied by an action plan completed by the child's doctor and reviewed regularly.
- Children's medication will be stored in an individual medical bag and kept in the reception area at Little Saints, and in the office cupboard at OSHC.
- During vacation care, children are required to wear a wrist band if they have anaphylaxis, asthma or allergy so that educators can easily identify them quickly.
- First aid kits will be readily available where children are present at the service and during excursions. First aid kits must be suitably equipped and easily recognised with regard to the design of the service.
- The service must ensure first aid facilities include a First Aid kit appropriate for the number of employees on each site and work environment.
- The Service must ensure that First Aid kits are maintained in proper condition and the contents are replenished as necessary.
- First Aid kits must be regularly checked using the First Aid Checklist to ensure the contents are as listed and have not deteriorated or expired (See Appendix A)
- Our First Aid delegated individual responsible for maintaining all First Aid kits at the service is: Name: Kelly Kennedy Role: Senior Lead Educator
- This individual is responsible for using the First Aid Kit Checklist and ensuring each Kit has the required quantities at all times. (Refer Appendix A)
- Any First Aid kit at the service must:
 - Not be locked.
 - Be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
 - Be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments.
 - Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
 - Be located at points convenient to the work force and where there is a risk of injury occurring.
 - Taken on excursions and be attended by First Aid qualified educators.

8. Related Documents:

- Incident, Injury and Trauma Policy
- Dealing with Infectious Diseases Policy
- Dealing with Medical Conditions Policy
- Supervision Policy

Appendix A

FIRST AID KIT CHECKLIST

Product Name	Kit Qty	QUANTITY EXPIRY Yes / No	DATE	AND MET
Burns Module	1			
Minor Wound Module	1			
Eye Wound Module	1			
Sprain Module	1			
Serious Wound Module	1			
Amputated Part Bags Ass. Sizes X 3	1			
Wound Closure Strips 3 X 75mm PK5	3			
Calico Triangular Bandages 110 X 110cm	6			
Zinc Oxide Tape 2.5 X 5m	1			
Conforming Bandage 10cm X 1.5m	2			
Conforming Bandage 5cm X 1.5m	2			
Conforming Bandage 7.5cm X 1.5m	2			
Conforming Bandage Heavy weight 10cm X 1.5m	1			
Vinyl Gloves large with powder (1 pair packed in zip bag)	13			
Eye Pads 5.5 X 7.7cm	2			
Non Adherent Pad 7.5 x 10cm	4			
Non Adherent Pad 5 x 7.5cm X 50	1			
Safety Pins Assorted X 12	7			
Fabric Dressing Strip 7.5cm X 1m	1			
Fabric Knuckle	1			
Plastic Plaster 72 X 19mm X 50	2			
Thermal Blanket 130 X 210cm	1			
Hypoallergenic Microporous Tape 1.25 X 5m (wrapped roll)	2			
Splinter Probe Disposable 37mm	10			
Face Shield Disposable	1			
Gauze Swab 3pcs White 7.5 X 7.5cm	6			
Sodium Chloride 15ml 0.9%	10			
Antiseptic Wipes (Cetrimide)	8			
Combine Dressing 10 X 10cm	2			
Wound Dressing No. 15 18 X 18cm	6			
First Aid Booklet	1			
Burnaid Burn Dressing 10 X10cm	1			
Burn Gel Sachets 3.5g	4			
Eye Spears Pk 2	1			
Film Dressing with Pad 10cm x 12cm	2			
Film Dressing with Pad 6cm x 7cm	3			
Forceps Stainless Steel Fine 13cm	1			
Hanger	1 large			
Plastic Container Rectangle 750ml	6			
Plastic Container Rectangle 1000ml	2			
Antiseptic Cream Sachet	6			
Scissors Stainless Steel 13cm Sharp/Blunt	1			

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