

ADMINISTRATION OF FIRST AID

AIM

To guide the application of first aid when children, staff or visitors are injured or unwell on-site.

IMPLEMENTATION

Leadership will:

- Monitor and review this policy as needed
- Oversee documentation of health concerns and conduct regular medication audits including ensuring emergency medication (adrenaline auto-injectors and asthma relief medication) is in-date and stored in an accessible location
- Ensure systems are in place for replenishing first aid kits throughout the site
- Oversee tracking of which staff have current first aid training and support organising training for any staff with expired certificates to ensure adequate first aiders are on-site at all times.
- Organise rosters so there are adequate numbers of first aiders on-site across the day. For sites with 100 – 299 people on-site (inclusive of staff, children and visitors), there must be two people trained in first aid present.
- Ensure families who enrol children with medical conditions requiring specialised treatment or first aid have completed the correct documentation including a Health Support Plan: Individual First Aid Plan if required.
- Oversee reporting of any injuries that require medical treatment or meet any of the conditions for reporting as per the 'Incident, injury, Trauma or Illness' policy.

Team Leaders will:

- Oversee the implementation of this policy amongst their staff
- Ensure first aid kits in emergency backpacks and in rooms are replenished regularly and inform Leadership if any contents are missing or expired.
- Oversee planning for excursions and outings in their room including risk assessments and ensuring first aid kits and any prescribed medication for children is brought along.
- Oversee delegation of cleaning responsibilities to staff in their room to ensure high standards of hygiene are present, to reduce risk of infection and illness.
- Be aware of any children in their room who have individual first aid plans or medical conditions requiring specialist first aid.

Educators will:

- Ensure they have current first aid training, appropriate for working in a child care environment.
- Adhere to the guidelines outlined in other health and safety policies including 'Dealing with Medical Conditions', 'Asthma', 'Anaphylaxis' and 'Diabetes'.
- Be aware of any children in their room who have individual first aid plans or medical conditions requiring specialist first aid.
- Uphold high levels of personal hygiene and the hygiene of the rooms including washing hands and/or using gloves when coming into contact with bodily fluids while administering first aid.

Families will:

- Complete and return any medical paperwork for their child including documentation around individual first aid needs for existing conditions prior to beginning on-site.
- Give permission for their child to receive emergency medical treatment, including transport by ambulance, when returning enrolment forms.

EVALUATION: *This policy is seen to be working effectively when children receive appropriate first aid for any injury or illness while on-site.*

National Quality Standards: 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

Implemented: 15th December 2022 **Reviewed:** **Next Review:** 15th December 2023