

## **Administration of First Aid**

### **Rationale**

Services have a responsibility to protect the health and safety of each individual at all times. A service's health and safety policies and practices affect an individual's physical and psychological health and safety.

First Aid Policy is important not only for children, families and educators, but relates to every person who enters the service's premises or uses the service's equipment.

The service defines 'first aid' as the initial care of the ill or injured ... where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health care professional, such as a doctor, registered nurse or ambulance officer, arrives.' St John Ambulance.

The First Aid Policy, procedures and practices are designed to support educators to:

- Preserve life
- Ensure that ill or injured persons are stabilised and comforted until medical help<sup>1</sup> intervenes
- Monitor ill or injured persons in the recovery stage
- Apply further first aid strategies if the condition does not improve
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.

### **Legislation and Government Requirements**

Federal and State Health and Occupational Safety & Health Legislation

Education and Care Services National Law Act 2010 (Vic)

Education and Care Services National Regulations

### **Strategies for Policy Implementation**

- Parents/guardians are required to provide written authority (included in the enrolment form) to seek medical attention for their child if required.
  - When a minor accident occurs at the service educators that are qualified in first aid will: assess the injury, attend and apply first aid, clear the area so no-one comes into contact with bodily fluids, use gloves, contact parent/guardian if required and fill out an accident form to inform parents/guardian in full detail.
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- If more serious, and ambulance will be called. The co-ordinator will provide the child's medical record for the ambulance officer. A full report will be detailed on the accident/injury report form and parent/guardian will be asked to sign this report.
- The co-ordinator will contact the parents and in a calm manner explain what has happened. An educator will then accompany the child in the ambulance. Relief staff will be called into the centre to replace the staff member.
- The co-ordinator will contact the approved provider to advise them of the steps taken.
- In the case of a death the police should be contacted, regulatory authority notified ( within 24 hours) and other parents should be contacted to collect their children. Counselling should be offered at this time.
- A debrief for all staff should be held to provide information about trauma counselling.
- Insurance should be notified and provided with the detailed report.
- All costs should be met by the parents and the service.
- The co-ordinator will evaluate accident forms each month and discuss at staff meetings.

### **First Aid**

- At least one staff member with first aid should be on the premises at all times and
- At least one staff member should also have anaphylaxis training and emergency asthma training
- At least one first aid kit should be maintained on the premises in a locked cupboard easily accessed by staff. This kit should be fully equipped and checked regularly.
- A cold pack should be kept in the freezer for bruises and strains.
- First aid should be administered by qualified first aiders and these qualifications should be updated as required.

### **Links to procedures**

- Accident/Illness/trauma report
- Accident plan
- First aid box checklist
- Accident Evaluation Form
- Emergency Evacuation Procedure

### **Links to Other Policies**

- Health, Hygiene and infection Control
- Medications and Medical Conditions

- Occupational Safety and Health
- Sun Protection
- Supervision

#### **Sources**

- St John Ambulance Australian Resuscitation Council. (2005). *The Australian resuscitation council online*. Retrieved 24 June, 2010, from <http://www.resus.org.au/>
- Fire Protection Association Australia (FPAA). (n.d.). Retrieved 24 June, 2010, from <http://www.fpaa.com.au>
- St John Ambulance Australia. (2003). *Australian first aid*. Victoria: Author.

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