



# Nature Alliance Family Day Care Service

First Aid Administration



## **POLICIES IN THIS SECTION AS REQUIRED BY:**

Education and Care Services National Regulations 2012: R.89,(1)

### **POLICY**

The Family Day Care Educator engaged by or registered with the service must hold a current approved first aid qualification, have undertaken anaphylaxis management training and have undertaken emergency asthma management training.

### **PROCEDURE:**

The Family Day Care Educator will hold current qualifications and follow these in event of a medical emergency.

### **First Aid qualifications**

The Family Day Care Educator will:

1. Possess a current approved first aid qualification.
2. Update CPR qualifications annually
3. Implement practices to minimize cross infection while providing first aid.
4. Maintain the list of emergency services contact numbers.
5. Maintain a list of the child's current contact numbers and keep these in an accessible position at all times,

### **First Aid Kits**

1. The first aid kit will be accessible to Family Day Care Educators; Family Day Care Assistants, regular visitors, staff members, Family Day Care Educator family members, students, parents, and volunteers but inaccessible to children.
2. Family Day Care Assistants, regular visitors, staff members, Family Day Care Educator family members, students, parents, and volunteers will be informed of the location of the first aid kit on their first day in the Family Day Care residence or venue.
3. Family Day Care Educators will possess a portable first aid kit for excursions and a permanent first aid kit will be located in the Family Day Care Educator's vehicle if transporting children.
4. Contents of the first aid kit will include:-
  - A triangular bandage
  - A crepe bandage
  - An adequate variety of sterile wound dressings
  - A resuscitation face shield
  - Notebook and pencil
  - Scissors
  - Disposable glovesAdditional recommendation:-
  - Epi Pen

- Ventolin and child size spacer  
and are to be replaced if used and kept within date.
5. Personal Protective Equipment [PPE] aids (for example gloves and masks) are to be kept with the first aid kits.
  6. If sharps (such as needles) are used by a child in care, the Family Day Care Educator will dispose of these in an approved Sharps Dispenser.
  7. All items in the 1<sup>st</sup> Aid kit must be within their use by date

### **Communication with Families**

1. In the event of an injury, trauma or illness the educator will apply 1<sup>st</sup> Aid and advise the parent/guardian as soon as practicable.
2. If a serious medical incident occurs, the educator – at their discretion may call an ambulance.
3. The cost incurred in having an ambulance attend, when called by the Educator, will be at the expense of the parent of the child.
4. An incident report will be completed by the educator and signed by the parent/guardian

### **First Aid Response**

When a child in care is seriously injured or becomes ill, the Family Day Care Educator will:

1. Attend to the child immediately;
2. Give appropriate first aid treatment which includes medical assistance. Any medical or dental treatment required must be carried out by the parents/family nominated preferred medical/dental practitioner where possible;
3. Call an ambulance if required and stay with the child until the ambulance arrives;
4. 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;
5. Remain with other children in care whilst the child goes in the ambulance;
6. Contact the Family Day Care Service within 24hours of calling an ambulance.

### **SUPPORTING DOCUMENTS**

Authority to Administer Medication Form  
Accident, Injury, Trauma and Illness Record