



# 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 Educators and Educator Assistants engaged by or registered with the service must hold a current approved first aid qualification, that includes anaphylaxis management training and emergency asthma management training.

### **PROCEDURE:**

The Family Day Care Educators and Educator Assistants will hold current 1<sup>st</sup> Aid qualifications and follow these in event of a medical emergency.

### **First Aid qualifications**

The Family Day Care Educator and Educator Assistant will:

1. Hold a current First Aid certificate – HLTAID012 Provide First Aid response in an Education and Care setting.
2. CPR - HLTAID009 must be updated annually.
3. Failure to keep these qualifications current will result in the educator's service being suspended until such time they are in place. Exceptional circumstances may apply for remote locations with written approval from Nature Alliance FDC.
4. Implement practices to minimize cross infection while providing first aid.
5. Maintain the list of emergency services contact numbers.
6. 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. The location of the First Aid Kit must be clearly marked so it is visible to all people on the premises.
3. Family Day Care Educators will possess a portable first aid kit for excursions and or 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 gloves

Additional recommendation:-

- Epi Pen
  - Ventolin and child size spacer
5. Any single use items used, will be replaced
  6. Personal Protective Equipment [PPE] such as gloves and masks) are to be kept with the first aid kits.
  7. If sharps (such as needles) are used to administer medication by the educator or by a child in care (school age child who can self-administer), the Family Day Care Educator will dispose of these in an approved Sharps Dispenser.
  8. All items in the First 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.

### **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 emergency 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 the child
5. Remain with other children in care whilst the child goes in the ambulance

### **SUPPORTING DOCUMENTS**

NA-FRM 0003 Authority to Administer Medication Form

NA-FRM 0002 Incident, Injury, Trauma and Illness Record

NA-POL-0001.3 Incident, Injury, Illness and Trauma Policy