# **FIRST AID POLICY**

## POLICY STATEMENT:

The Service believes that maintaining the highest level of care for children requires all permanent Educators to be suitably qualified in emergency first aid management. The Service ensures the availability of first aid equipment and support for all children, Educators, and visitors, including excursions. Childcare first aid training is mandatory for permanent Educators to ensure comprehensive care.

## PROCEDURE:

The Nominated Supervisor is responsible for ensuring at least one Educator qualified in childcare first aid is present at the Service at all times.

A fully stocked and updated first aid kit is located in a designated secured area accessible to Educators and volunteers but inaccessible to children.

A separate traveling first aid kit is maintained and taken on excursions and outdoor activities.

A cold pack in the freezer is available for treating bruises and strains.

Monthly checks of kit inventory are conducted, signed off by the Nominated Supervisor or responsible person, and provided upon request to management or the regulatory authority.

During orientation, Educators and volunteers learn about the first aid kit's location and their responsibilities.

Qualified first aiders administer aid for minor accidents or to stabilize injured individuals until expert help arrives for serious accidents.

Phone numbers for the local doctor's practice and Poison Centre are posted next to the phone. Emergency contacts for children are accessible via the service app after orientation.

In emergencies, an educator administering first aid must remain with the injured/sick person until emergency services or parents arrive. Another educator makes emergency calls.

For minor accidents, the first aid attendant:

1. Assesses the injury

2. Provides necessary first aid

3. Uses disposable gloves for blood or bodily fluids

4. Cleans up and disposes of fluids according to the hygiene policy

5. Ensures those in contact with fluids wash hands thoroughly

6. Records details of the incident and treatment in the Playground app, including child's name, age, date, time, location, injury description, treatment, and names/signatures of attendants and witnesses.

Medical personnel contacted and parent/emergency contact details are also recorded.

Parents are notified via phone or upon arrival, and a parent/guardian's signature confirms awareness of the accident report.

For serious incidents as per Regulation 12, the Nominated Supervisor follows the "Management of Incident, Injury and Trauma" policy and notifies the Regulatory Authority within 24 hours.

CONSIDERATIONS:

- National Regulations

- National Law Section 174

- Centre "Management of Incident, Injury and Trauma Policy"

- Centre "Hygiene Policy"

- St Johns/Red Cross information

**------------------------------------------------- END DOCUMENT -----------------------------------------------**