



BRISBANIA BEFORE & AFTER SCHOOL CHILD CARE INC.

HEALTH

TITLE: MANAGEMENT OF BASIC FIRST AID

Status: Current

Date of Origin: July 2012

Policy No: P 24

Last Reviewed: May 2022

POLICY STATEMENT

Brisbania Before & After School & Vacation Care Centre, believes that in order to ensure the highest level of care is maintained for children attending the service; all educators should be suitably qualified in emergency first aid management. The service will ensure that first aid equipment and support is available to all children, educators and visitors to the service and whilst on excursions. All educators are required to undertake senior first aid, asthma management and anaphylaxis management training as part of their conditions of employment to ensure full and proper care of all is maintained (My Time Our Place 3).

PROCEDURE.

The nominated supervisor is responsible for ensuring that a minimum of one Educator must be present at the service at all times who is currently qualified in senior first aid, asthma management and anaphylaxis management.

The service will endeavour to have all educators with current first aid qualifications.

A current first aid certificate or willingness to undergo training will be advertised for all new positions.

Educators will undergo first aid training as part of their condition of employment. Thereafter, educators will renew their certificates as required.

The centre will budget for the cost of the first aid course or renewal for each educator as part of the training budget.

A fully stocked and updated first aid kit will be kept in the designated locked and secured place in the centre. Educators are to ensure that this is easily accessible to all educators and volunteers and kept inaccessible to the children.

A separate travelling first aid kit will be also maintained and taken on all excursions and to outdoor activities.



The first aid kit will contain the minimum equipment suggested by the Red Cross or St John's Ambulance and a first aid manual will be kept at the centre.

A cold pack will be kept in the freezer for treatment of bruises and strains.

An inventory of the kits will be maintained and checked on a minimum monthly basis and signed off by the Nominated Supervisor. The Nominated Supervisor may be required to produce these checklists in the event of a request from management or from the NSW regulatory authority.

Each school term, one educator will be designated the duty of maintaining the kits to ensure that they are fully stocked, and that all items are within the use by date.

At orientation educators and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.

Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents.

Telephone numbers of emergency contacts, local doctor and poisons centre will be located next to the phone.

In the event of an emergency the educator administering the first aid must not leave the patient until emergency services or the parent arrives. All emergency calls should be made by a second educator.

In the case of a minor accident the first aid attendant will:

1. Assess the injury
2. Attend to the injured person and apply first aid as required.
3. Ensure that disposable gloves are used with any contact with blood or bodily fluids.
4. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the hygiene policy.
5. Ensure that anyone who has come in contact with any blood or fluids wash their hands thoroughly in warm soapy water.
6. Record the incident and treatment given in the IIIT book (incident, injury, illness, and trauma) recording the following details:
 - Name and age of child
 - Date, time, and location of incident



- Description of injury and circumstances of how it occurred, including witnesses.
 - Treatment given and name and signature of first aid attendant
 - Details of any medical personnel contacted.
 - Name and details of any parent or emergency contact notified or attempted to notify.
 - Time and date of report and name and signature of a person making report
 - Name and signature of nominated supervisor
7. Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child.
8. The Educator or Nominated Supervisor should obtain parental signature confirming knowledge of the accident report form.
- Where the service has had to administer first aid and the incident is deemed serious as per Regulation 12, the Nominated Supervisor will ensure that the steps outlined in the service “Management of Incident, Injury and Trauma” policy are followed and the Regulatory Authority is notified within 48 hours.

Acknowledgements

National regulation 89; First Aid Kits.

National Standard 2: Element 2.1.4 “Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines”

National Regulation 12

National Regulation 87

National Law Section 174

The Centre “Management of Incident, Injury and Trauma Policy”

The Centre “Hygiene Policy”

ACECQA “Frequently Asked Questions” www.acecqa.gov.au



Document Author/Date:	Network of Community Activities 2012 Donna Burrows July 2012
Reviewed by/date:	Management Committee / May 2015
Accepted By Management Committee:	May 2015
Date for Next Review:	Dec 2015
Accepted By Management Committee:	Dec 2017
Date for Next Review:	May 2024