

## Administration of First Aid Policy and Procedure

<b>Title:</b>	Administration of First Aid Policy and Procedure		
<b>Last Reviewed:</b>	October 2015	<b>Next review due:</b>	September 2017
<b>NQF Reference:</b>	National Law section 167 National Regulations 89, 136,168 NQS 2		

### Policy

First aid is the immediate care provided to an injured or suddenly ill person, as soon as possible after an accident or sudden illness to preserve life, prevent the condition worsening and/or to promote recovery. First aid does not take the place of professional medical treatment.

Blackmans Bay Childrens Services will ensure that at least one educator is in attendance at the service at all times, including being immediately available in an emergency, who holds a current approved first aid qualification and has undertaken current approved anaphylaxis and emergency asthma management.

The main aims and principles of first aid are to:

1. Preserve life
2. Protect the causality from further harm
3. Provide pain relief (e.g. ice pack; use of a sling)
4. Prevent the injury or illness from becoming worse
5. Provide reassurance

### Procedure

- A suitably qualified educator (i.e. holds an approved qualification as listed on the ACECQA website) will be immediately available at all times that children are being educated and cared for.
- Assess the situation; where possible move others from any immediate danger.
- Administer first aid.
- Ensure emergency services are contacted, if applicable (000\*).

When calling emergency services:

- State the emergency service you require: Ambulance, Fire or Police;
- Stay on the line until connected with the emergency service operator;
- Give as much information as possible including:
  - ❖ Where you are (state, suburb, address and location);
  - ❖ Your name;
  - ❖ What occurred;
  - ❖ Age and condition of those involved;
  - ❖ Answer any questions to the best of your ability.
- Notify the Director
- Notify the parents. All attempts to contact the parent will be recorded and the time noted.

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- If a serious incident, the Education and Care Unit must be notified.

The service will ensure an adequate number of first aid kits are readily available at the service to meet the needs of the number of children present. First aid kits must be inaccessible to children (or locked) while remaining readily accessible to educators. First aid kits will be checked regularly to ensure they are fully stocked and contain no expired products.

\*Alternative ways to call for help:

- 112 This number can be called from anywhere in Australia and offers the same features that dialling Triple Zero (000) provides. 112 can be dialled from any network in Australia even without the presence of a SIM card or having the PIN number for the phone.
- 106 This is a text based emergency call service for people who are deaf or have a hearing or speech impairment. This service does not accept voice calls or SMS messages.

### Links to other policies or documents

- Excursion Policy and Procedure
- Infectious Diseases Policy and Procedure
- Incident, Injury, Trauma and Illness Policy and Procedure
- Medical Conditions Policy and Procedure
- Safe Environment Policy and Procedure
- Supervision Policy and Procedure

### Sources

- *Tasmanian Poisons Regulations 2008*
- *Education and Care Services National Law*
- *Education and Care Services National Regulations*
- [www.parasol.com.au](http://www.parasol.com.au)
- St Johns Ambulance
- Staying Healthy (5<sup>th</sup> Edition)