



Child Care – Administration of First Aid Procedure

Koonung Cottage Community House - Inc A0009540J

Procedure – First Aid qualifications

All staff/educators at Koonung Cottage Community House are (KCCH) are required to have the following first aid qualifications:

- A current Workplace Level 2 First Aid Certificate (renewed every 3 years)
- A current CPR Certificate (updated annually)
- Anaphylaxis Management Training (renewed every 3 years)
- Administration of an auto-injection device (EpiPen) (updated every 12 months)

Current copies of Educators' first aid qualifications are to be kept in the Staff record. Relief staff will be required to have each of the above first aid qualifications and noted with their staff record.

Procedure – when to apply first aid

The following incidents are examples of when first aid is required:

- Life threatening injury or illness such as loss of consciousness leading to respiratory or cardiac arrest
- Sudden Infant Death Syndrome (SIDS)
- Choking and/or blocked airway
- Allergic reaction, such as anaphylactic shock
- Injury to the head, back or eye
- Bleeding or bone fracture
- High temperatures and febrile convulsions
- Asthma attack
- Burns (including sunburn)
- Excessive vomiting leading to dehydration
- Positioning from either hazardous chemicals, substances, plants or snake or spider bites.

KCCH recognises that first aid responses to people suffering from an emotional or psychological condition are also important. These conditions can include:

- Severe stress resulting from a workplace or personal situation
- Anxiety attack
- Emotional breakdown and loss of reasoning

Procedure – the need for an ambulance

It is expected that the Educators, as qualified first aiders, will assess the situation and determine the need for an ambulance in circumstances other than those listed below.

An ambulance must be called immediately for any of the following incidents:

- When an individual has stopped breathing
- When an individual is unconscious
- When there is evidence of an anaphylaxis reaction (once EpiPen treatment has been administered if prescribed)
- When there is obvious evidence of a broken bone
- Other incidents as determined by the first aider.

In the event that an ambulance is called:

- Families must be informed as soon as practicable that their child has required an ambulance (emergency first aid to be administered first)
- Management must be informed as soon as practicable that a child has required an ambulance (emergency first aid to be administered first)
- Educator is to accompany child in an ambulance in the absence of the parent/guardian where possible: educators are to seek immediate support from the Manager/Admin staff
- An incident report is completed and forwarded to the Manager as soon as practicable and within 24 hours of the incident occurring.
- Families are required to pay any costs associated with the ambulance

Personal protection

Educators are to be aware of and take the required standard precautions to ensure a basic level of infection control to minimise the risk of cross infection.

Poisons Information Centre

The Poisons Information Centre telephone number 13 11 26 is to be displayed prominently.

First aid kit, maintenance and storage

- The first aid kit needs to be immediately identifiable, fit all the contents easily and be easily accessible and unlocked. It should be made of a material that will protect the contents from dust, moisture and contamination.

- The first aid kit is to be stored out of reach of children; however needs to be easily accessible to an adult in an emergency.
- The first aid kit is to be checked at a minimum of every 12 months, and restocked as items are used.

Procedure - compliance

In order to assess compliance, the Manager and Nominated Supervisor will

- Annually check staff files to ensure details of approved first aid qualifications have been recorded and are current
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Review the First Aid Procedure following an incident to determine their effectiveness
- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Sent feedback to support services in order to keep the policy up to date with current legislation, research, policy and best practice
- Consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy.

