



Procedure for administration of first aid to children, families, staff and visitors to the centre

The Approved Provider will:

- Ensure there is always at least one first aid qualified educator on the premises at all times

The Nominated Supervisor will:

- Ensure that enrolment records for each child include a signed consent form for the administration of first aid and approved products to be used
- To review and sign off on all documentation where first aid has been administered
- Dial 000 and call for an ambulance when emergency medical treatment is required or delegate this responsibility
- Ensure appropriate first aid signage is displayed and that emergency phone numbers are located beside each phone
- Ensure that regardless of families religious or cultural stance every child in our service will have the right to life. Therefore any child will have first aid attended to them by any person regardless

Educators and staff will:

- Administer first aid as needed to children, colleagues, family members and visitors
- Record all accidents and first aid given on the Incident/Injury/Trauma and Illness forms
- Record staff injuries on the workplace injury register and inform the Nominated Supervisor as soon as possible
- Ensure families are made aware of the nature of incidents/accidents that require first aid
- Ensure the person who completes the incident/illness/trauma record ensures it is signed by the Nominated Supervisor/Responsible person and is signed by a parent/guardian within 24hrs of the incident/injury or notified within 24 hours by phone and phone call time documented.

In general:

- The administration of first aid will be in accordance with first aid training and undertaken by a permanent qualified first aider

Managing serious incidents

The Approved Provider will:

- Ensure any serious incident occurring at the centre is documented on a S101 Notification of Serious Incident form and reported to the Department of Education and Communities within 24 hours

- Ensure educators and staff are aware of procedures around managing serious incidents

The Nominated Supervisor will:

- Ensure educators notify parents of any serious incident
- Ensure educators arrange for medical intervention if required
- Ensure any serious incident occurring at the centre is documented on a S101 Notification of Serious Incident form and reported to the Department of Education and Communities within 24 hours
- Ensure a copy of the incident report is provided to the family as soon as possible
- Ensure educators and staff are aware of procedures around managing serious incidents
- Provide educators with information regarding the counselling service the centre provides

Educators and staff will:

- Manage serious incidents as per this policy
- Notify parents of any serious incidents/ head injury
- Notify the Nominated Supervisor immediately after the serious incident has occurred

Last reviewed: June 2015

Next Review: June 2016