

# HACKHAM WEST CHILDREN'S CENTRE

## 2.13 Administration of First Aid

### AIM:

*To manage, record and report first aid in minor, moderate, serene instances.*

### PROCEDURE:

- In the event of an injury to a child in care at the Centre, prompt first aid will be applied by an educator trained in First Aid.
- Where emergency action is taken, an educator trained in First Aid, will remain with the child until parent/guardian(s) arrive or a trained medical officer takes over.

### FIRST AID QUALIFICATIONS

A minimum of one educator who has completed the current approved Early Childhood First Aid training (HLTAID004) will be present at the site at all times.

### EMERGENCY SERVICES COSTS

- The Centre will be not responsible or liable for any costs due to medical or emergency treatment, including the cost of an ambulance.
- We recommend that parents/guardians check their ambulance/private health insurance to for coverage details.

### RECORDING PROCEDURE

- See attached *First Aid Recording Procedure – Incident, injury, trauma and illness*

### EVALUATION:

This policy is to be viewed as working effectively when children's first aid needs are met.

NEXT REVIEW: October 2019

### SOURCES:

- Incidents, injury, illness and complaints in early childhood services – DECD intranet
- First aid preschools – DECD intranet