

MCKAY CHILDREN'S CENTRE INC.
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE

HSW-3 First Aid Policy

Policy Statement:

Educators are competent in delivering First Aid as needed throughout the day at McKay Children's Centre.

Procedure:

- As many educators as practical will hold current First Aid qualifications and management training in Asthma and Anaphylaxis
- At least two educators with a current First Aid, Asthma & anaphylaxis training and CPR qualification which meets the requirements set down in the Education and Care Services National Regulations will be on duty at the Centre at all times that children are on the premises
- Parents/Caregivers are required to provide written authority (included in the enrolment form) for educators at the Centre to seek medical attention for their child if required
- When a **minor accident** occurs at the Centre, educators who are qualified in First Aid will:
 1. Assess the injury
 2. Attend to the injured child and apply First Aid
 3. Check that no-one has come into contact with the injured person's blood or body fluids.
 4. Clean up the spill carefully using disposable gloves if bleeding is involved and dispose of waste in a proper manner (see Hygiene Practices Policy).
 5. Contact the parent/guardian if injury warrants immediate notification or if child is not being collected from the Centre, i.e., child catches the bus. If the parent/guardian is not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child.
 6. Document all details of the incident, injury and treatment on the Incident, Trauma, Illness form from the blue folder.
- When a **serious accident** which requires more than First Aid occurs at the Centre, an educator who is qualified in First Aid and CPR will:
 1. Notify the Director, Assistant Director or Nominated Supervisor as to the action required
 2. Director, Assistant Director or Nominated Supervisor will contact child's parent/guardian and advise of action required
 3. At all times the child will be comforted and calmed by an educator
 4. If an ambulance is called, a staff member will accompany the child if a parent/ caregiver is unavailable to do so
 5. A full report of the accident detailing the incident and the action taken will be recorded on an incident, trauma, illness form which is to be signed by the parent/ guardian, and then stored in the blue folders appropriate to the service in each room.
 6. The Director will notify the Education and Services Board of the accident within 24 hours, if the child is in childcare or OSHC at the time of the accident. If the child is in kindy the Director will notify DECD via IRMS as soon as possible. DECD will make the notification to the Board. A report will be made on IRMS, which includes a report to Safe Work SA regardless of what service the child is in.
- It is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the parents/ guardians.
- Accidents which result in death or serious injury to employees (including when likely to be absent from employment for ten or more working days) must be reported to the Safe Work SA as per the Work, Health and Safety Act 2012.

- A cold pack will be kept in the freezer for treatment of potential bruises and sprains.
- First Aid will only be administered by qualified First Aiders in the event of minor accidents or to stabilise the victim until expert assistance arrives.
- The telephone number of Emergency Services and the Poisons Information Unit will be displayed next to the Centre telephones.
- Educators will carry a small portable First Aid kit on excursions and individual medical pouches with health care plans (stored in the kitchen) will also be taken if required.
- First Aid kits are located in the Centre kitchen, OSHC Room and Centre Shed.

Sources:

- Education and Care Services National Regulations, 85,86, 87, 89
- National Quality Standards, Quality Area 2
- DECD Injury, Incident Reporting and Investigation Procedure, current version June 2015

Related Policies

- HSW-1 Administering Medication
- HSW-7 Hygiene Practices

Policy Reference Number: HSW-2

Review Frequency: Annual

Last Reviewed: August 2017

Next Review: August 2018