Administration of First Aid Policy

**POLICY STATEMENT:**

 Waratah All Year Care will always have at least one staff member on duty that has an approved First Aid Qualification. This staff member will be called on if any first aid is required by staff or children

 A sign naming all staff with their first aide will be displayed in the kitchen.

**CONSIDERATIONS:**

* Regulation 86 Notification to family members of incident, injury, trauma and illness
* Regulation 87 Incident, injury, trauma and illness record
* Regulation 98 Telephone or other communication equipment
* Regulation 168 (2)(a) Policies and procedures are required in relation to

 Health and safety, including matters relating to:

1. Nutrition food and beverages, dietary requirements and
2. Sun protection and
3. Water safety, including safety during any water based activities and
4. The administration of first aid
* Regulation 177 Prescribed enrolment and other documents to be kept

 By approved provider

 (1)(b) an incident, injury, trauma and illness record as set

 out in reg 87

 (1)(c) a medication record as set out in Reg 92

* National Standard 2

Elements 2.1.3 Effective hygiene practices are promoted and

 implemented

 2.1.4 Steps are taken to control the spread of infectious

 diseases and to manage injuries and illness, in

 accordance with recognised guidelines

 2.2.1 Healthy eating is promoted and food and drinks

 provided by the service are nutritious and appropriate

 for each child

 2.3.3 Plans to effectively manage incidents and emergencies

 are developed in consultation with relevant

 authorities, practised and implemented

 2.3.4 Educators, co-ordinators and staff members are aware

 of their roles and responsibilities to respond to every

 child at risk of abuse or neglect

**PROCEDURE:**

 If a child / staff member hurts themselves while under the care of Waratah All Year Care, a qualified First Aider will assist that person

 The First Aider will ensure initial aid is given, person is comforted and situation is assessed as to whether or not further action is needed

 If no further action is needed, the First Aider will ensure an Accident Form is filled out and is ready for family members/ guardians to view and sign

 In the event that it is deemed that the family member / guardian needs to be informed the First Aider will stay with the patient and ask another staff member to contact the family member / guardian

 The First aider will ensure the child / staff member remains under observation until they are completely satisfied the child / staff member has recovered fully from the incident

 In the event that family members / guardians and named emergency contacts cannot be contacted, the co ordinator is to make the judgement call based on all documented medical information Re: transportation of the child via ambulance to the closest hospital

 The First aider will ensure the accident form is filled out and available for family members / guardians to view and sign

 In the event of hospitalisation or Emergency Services being called, the Director will contact ECRU to inform them of the situation and ensure all documentation is completed and lodged

**DATE ENDORSED March 2015**

**DATE TO BE REVEIWED March 2018**

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| RISK ASSESSMENT  |
| ACTIVITY / HAZARD IDENTIFIED | RISK ASSESSMENT Before elimination/ control measures  (USE MATRIX) | ELIMINATION / CONTROL MEASURES | RISK ASSESSMENT After elimination/ control measures  (USE MATRIX) | WHO AND WHEN |
| Accident / Incident /Trauma (non- serious) No emergency services required | Moderate | All staff will ensure they are vigilant with supervision of children and surrounding hazardsAt least one staff member with approved first aid qualifications will be available at all times children are present under our care (including in centre and on excursion)An up to date first aid kit is located  In centre – top shelf of pantry and first aid box located in hall way on wall In vehicles – all vehicles have an up to date first aid kit Excursion Bag – up to date first aid kit, including epi pens and asthma inhalersEpi Pens and asthma inhalers are located in the excursion bag (when not in use the bag is in the bottom of the pantry) An incident form will be written up and family members/ guardians notified if required – the incident forms will be reviewed at the next staff meeting to ascertain if the incident could have been prevented | Low | All StaffAll StaffAll StaffAll StaffAll Staff |
| Accident / Incident /Trauma (serious) Emergency services required | High | All staff will ensure they are vigilant with supervision of children and surrounding hazards At least one staff member with approved first aid qualifications will be available at all times children are present under our care (including in centre and on excursion)Staff attending to child will follow the direction of the Emergency Services personnalAn up to date first aid kit is located  In centre – top shelf of pantry and first aid box located in hall way on wall In vehicles – all vehicles have an up to date first aid kit Excursion Bag – up to date first aid kit, including epi pens and asthma inhalersEpi Pens and asthma inhalers are located in the excursion bag (when not in use the bag is in the bottom of the pantry) An incident form will be written up and family members / guardians notified if required – the incident forms will be reviewed at the next staff meeting to ascertain if the incident could have been preventedDirector will contact ECRU and inform them of the incident and circumstances surrounding itDirector will ensure all documentation is followed up and completed | Low | All StaffAll StaffAll StaffAll StaffDirectorDirector |

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| 1. **Risk Matrix**
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| **Note:***Risk matrix does not fit all situations.* *If in doubt, please contact**Leigh Metcalf 0414 535 685.* | **CONSEQUENCES** |
| **MINIMAL**No InjuryMinor impact | **MINOR**First AidEvents with no adverse effects | **MODERATE**Medical Treatment requiredEvents with temporary adverse effectsNotify Regulatory Authorities  | **MAJOR**Extensive injuryEvents with long-term effectsNotify Regulatory Authorities  | **CATASTROPHIC**Fatality or permanent disabilityEvent with major impact Notify Regulatory Authorities  |
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| **LIKELIHOOD** | **PROBABLE**Is expected to occur in most circumstances | MEDIUM | MEDIUM | HIGH | HIGH | HIGH |
| **LIKELY**Will probably occur in many circumstances | MEDIUM | MEDIUM | HIGH | HIGH | HIGH |
| **POSSIBLE**Could occur at some time | LOW | MEDIUM | MEDIUM | HIGH | HIGH |
| **UNLIKELY**Not expected to occur | LOW | LOW | MEDIUM | MEDIUM | HIGH |
| **IMPROBABLE**May occur only in exceptional circumstances | LOW | LOW | LOW | MEDIUM | HIGH |