

Procedure Title:	Applying First Aid
Effective Date:	November 2012, November 2013
Review Date:	November 2014

PROCEDURE

- To attend to first aid incidents promptly and deliver first aid efficiently,
- To ensure equipment is at hand and ready should first aid be required,
- To minimise accident or injury to all staff, children and any others who may be in the Centre environment,
- To minimize serious complications as a result of negligence,
- To minimise legal liability of the centre.

NOTICES

- A notice showing all emergency telephone numbers will be prominently displayed above or near all Centre telephones. It will include, but not be limited to; ambulance, police, Poison Information Centre, etc.
- A resuscitation poster is displayed in each playroom, the bathroom and outside.
- A notice clearly setting out procedures to follow in an accident situation is displayed next to the first aid box.

FIRST AID EQUIPMENT

- There should always be a standard “B” First Aid Kit kept in the children’s bathroom, as well as a smaller one for excursions and emergency evacuations. This first aid box is restocked by the Director or First Aid Staff Representative on a regular basis.
- First aid kits should be marked with a green cross.
- Icepacks are kept in the kitchen freezer or the Backroom fridge.

FIRST AID KIT CONTENTS

- The First Aid Kit should contain contents recommended for a Standard “B” First Aid Kit – refer to the list beside the kit in the bathroom.
- Additionally, there should be a First Aid pack containing towels, face cloths, tissues, disposable gloves, plastic bags and chux cloths or similar to take if the Centre needs to be evacuated.
- NOTE: the icepack is for the treatment of bruises and sprains and in some cases bites. The affected area should be covered with a damp cloth before applying the icepack.

PRACTICE

- As many staff as possible, but at least one, with a current first aid certificate is to be on duty at all times. Copies of first aid certificates will be kept in staff files.
- All staff, volunteers and students are to be trained in the Centre’s accident and emergency procedures.
- Adequate funds will be allocated each year to ensure that staff first aid certificates are renewed every three years.
- The Director or First Aid Staff Representative is responsible for maintaining the First Aid Kits and checking and restocking them every three months or as necessary.
- Staff will participate in regular “first aid drills” at staff meetings. These drills should simulate a real life situation and staff will discuss the outcomes.

ACCIDENT PROCEDURE

- Assess the injury
- **If minor:** comfort the child, ensuring other children are supervised by a staff member then give appropriate first aid, complying with ICC policy for handling of spills of bodily fluids, then write up a report of the accident.

If the injury is serious:

- have trained staff apply their expertise in first aid,
- if necessary call staff trained in cardio-pulmonary resuscitation to assist,
- refer ill or injured child to medical care, if necessary call an ambulance and have Director or delegate accompany child or adult in the ambulance,
- notify parent/guardian, next of kin or emergency contact, write report of accident and action taken in accident/illness register and give a copy to the parent/guardian or staff member,
- Director/delegate will notify insurers – for more specific information, please refer to the Management of Unwell Children Policy and Procedure.
- The Director General at Community Services is also to be informed.

This procedure was formerly a policy but has now been changed to a procedure. The following resources have been used in its formulation: St Johns First Aid recommendations, KU Health and Medication Policies. Certain additions were made after consultation with the Children's Services Advisor at the May 2005 Licensing Visit and at the February 2010 Spot Visit.

The original policy was ratified by the Management Committee in May 2005. Minor changes made and approved by the Management Committee in March 2007 and October 2010 and November 2012. Reviewed in November 2013 and no changes made.

RELATED POLICIES AND PROCEDURES

Management of Unwell Children Policy and Procedure Infection Control Procedure.