



CHILDREN'S SERVICES Administration of First Aid and Emergency Treatment Policy

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1. Induction

All precautions must be taken to prevent accidents and injuries and to minimise complications. Managing accidents and emergencies requires careful planning and reduces the likelihood of major injuries and complications from injuries. *“The person caring for the child assumes responsibility for acting in the best interests of the child in the event of an injury. The careful exercise of this discretion is considered part of the staff/Educator’s duty of care.”*

2. Scope

This Policy applies to all Children’s Services operated by Coast Services Group Limited (a wholly owned subsidiary of Coast Community Connections LTD) and to its employees. This applies to Occasional Care, Out Of School Hours Care and to Vacation Care programs and services.

3. Policy

First aid equipment and facilities will be available to all Educators, children and visitors in the services and while on excursions so that proper care and attention will be given in the event of an accident. Educators must undertake first aid training to ensure full and proper care of all is maintained. Educators will plan for and respond effectively to illness, medical and dental emergencies. The service will make every attempt to ensure sound management of the injury to prevent any worsening of the situation. Parents or emergency contacts will be informed immediately where the accident is serious.

4. Procedures and Implementation

4. To effectively plan and respond to accidents or medical emergencies, all Children’s Services will:
 - 4.1 Take all precautions to reduce accidents and injuries, recognise and responded to accidents effectively, e.g. burns, convulsions, head and eye injuries, fractures, poisons, bites, stings, cuts.
 - 4.2 Ensure permanent Educators have current approved First Aid training, Asthma and Anaphylaxis certificate and qualification certificate as described by the Regulation. These are to be renewed as required.
 - 4.3 When advertising for a casual position for centre based services, prefer applicants to have a current first aid certificate, anaphylaxis management certificate and emergency asthma management certificate or willingness to undergo training.

- 4.4 Ensure that a minimum of one Educator present at all times will be currently qualified in first aid, anaphylaxis management training and emergency asthma
- 4.5 Regularly practice emergency procedures, as per regulations.
- 4.6 Update and prominently display cardiopulmonary resuscitation (CPR) guides both inside & outside premises.
- 4.7 Display emergency procedures and current relevant emergency telephone numbers – 000 (Ambulance, Police, Fire Brigade), hospital, Poison Information Centre, for Educators & After Hours contact. Have available contact numbers of parents/guardians, doctor, Public Health Unit, & NSW Department.
- 4.8 Inform parent, family or other responsible person as required of the emergency.
- 4.9 Ensure a fully stocked and updated first aid kit will be kept in a secure storage facility at the service. Educators are to ensure that this is easily recognisable and readily accessible to all Educators and kept inaccessible to the children.
- 4.10 A separate travelling first aid kit will be also maintained and taken on all excursions.
- 4.11 The first aid kit will be of a kind approved by the Work Cover Authority.
- 4.12 A first aid manual will also be kept at the service.
- 4.13 A cold pack in the freezer or single use 'chemical' cold pack will be kept for treatment of bruises and strains.
- 4.14 An inventory of the kits will be maintained & kits will be re-stocked as needed.
- 4.15 Staff and relief workers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it in the orientation process.
- 4.16 Parent/guardians are informed the services have no ambulance insurance coverage.

5. In the case of a minor accident the first aid attendant/Educator will:

- 5.1 Assess the injury.
- 5.2 Attend to the injured person and apply first aid as required.
- 5.3 Ensure that disposable gloves are worn when dealing with all blood or bodily fluids and those they are cleaned up and disposed of in a safe manner.
- 5.4 Record the incident and treatment given on the Accident/Injury/Illness form, how the incident occurred, treatment given and by whom, to be signed by Educator and witnessed if possible. A copy to be given to parents.
- 5.5 Obtain parent signature confirming knowledge of the accident.
- 5.6 Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child.

6. In the case of a more serious accident requiring more than first aid the first aid attendant/Educator will:

- 6.1 Assess the injury, and decide whether the child needs to be attended to by local doctor or whether an ambulance should be called and tell the Manager Children Services of their decision.
- 6.2 If the child's injury is serious the first priority is to get immediate medical attention. Although parents should be contacted straight away, if not possible, there should be no delay in organising proper medical treatment. Keep trying to contact the parents in the meantime.
- 6.3 Attend to the injured person and apply first aid as required.
- 6.4 Ensure that disposable gloves are used with any contact with blood or bodily fluids.
- 6.5 Stay with the child until suitable help arrives, or further treatment taken.
- 6.6 Try to make the child comfortable and reassure them.
- 6.7 If an ambulance is called and the child is taken to hospital a staff member/Educator will accompany the child (if the service is within their child/staff ratios) if parents have not already arrived. Children's records are to be taken to the hospital with the Educator attending.
- 6.8 Record the incident and treatment given on the appropriate form.
- 6.9 Obtain parent signature confirming knowledge of the accident.

7. The Nominated Supervisor or other responsible person will:

- 7.1 Notify a parent of the child as soon as practically possible of the accident or illness and the treatment of services arranged for the child including any medication required.
- 7.2 Ensure that all blood or bodily fluids are cleaned up in a safe manner.
- 7.3 Ensure that anyone who has come in contact with any blood or fluids washes in warm soapy water.
- 7.4 Try to reassure the other children and keep them calm, keeping them informed about what is happening, and away from the injured child.
- 7.5 Clear emergency procedure should be maintained for the other children at the service. If necessary organise alternate care or collection by parents of other children at the Educator's service.
- 7.6 Ensure that the child is kept under adult supervision until the child recovers or until a parent of the child or some other responsible person takes charge of the child.
- 7.7 Take immediate steps to secure urgent medical or dental treatment.
- 7.8 If any matter concerning the child's health arises while the child is being provided with the service, a parent of the child is given notice of that matter.
- 7.9 Staff will adhere to the Hygiene policy in all accident situations.

- 7.10 Accidents/ incidents where medical or emergency attention was sought or should have been sought for a child, must be reported to appropriate authorities as soon as possible, which include: *Not necessarily in this order*
- 7.11 Manager Children Services
- 7.12 Inform the Chief Executive Officer
- 7.13 Parents/Guardian.
- 7.14 An ambulance service.
- 7.15 The police.
- 7.16 The Department of Education (this notification must be made within 24 hours).
- 7.17 At the discretion of any staff member/Educator, medical advice can be sought.
- 7.18 No child will be taken to hospital unless in an ambulance.
- 7.19 All the above accident policies apply to staff/Educators, parents and volunteers as well as children.
- 7.20 A copy of the procedures to be followed will be available at the service.
- 7.21 A copy of all documentation relating to the child's accident will be sent to the Department of Community Services if the child needs to be hospitalised or has received medical attention due to an accident.

8. Parent/Guardian responsibilities

- 8.1 Parents/guardians are required to provide written consent for appropriate medical, dental or hospital treatment to be carried out in the event that such actions appears to be necessary because the child has been injured, or is ill, at the premises.
- 8.2 Enrolment will be denied if consent is not provided.
- 8.3 Parents/ guardians will be required to supply the contact number of their preferred doctor or dentist, Medicare number and expiry date.
- 8.4 Supply contact information for those authorised to act in the event that a parent cannot be contacted.

Other related policies and procedures

- Administering Medication
- Illness and Infectious Diseases
- Allergy & Anaphylaxis
- Dental
- Contact with Blood and Body Fluids
- Emergency & Evacuation

Forms and Records

Incident, incident, trauma and illness form