

▲ ADMINISTERING FIRST AID AND CPR

▲ NQS

Element 2.2.2: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented;

Education and Care Services National Regulations: 89, 136,168

▲ PURPOSE

The purpose of this policy is to detail the procedures which will be implemented when educators are required to administer First Aid or CPR (Cardiopulmonary Resuscitation).

▲ POLICY

It is the policy of the centre to administer First Aid and/or CPR if required. All educators are encouraged to hold current First Aid and CPR qualifications and to refresh these qualifications as early as possible. Educators are required to complete an Accident/Incident Report Form Whenever First Aid and/or CPR are administered.

▲ PROCEDURES

FIRST AID AND CPR

First Aid has three (3) basic principles:

- To keep a person alive,
- To prevent a condition from deteriorating and
- To relieve anxiety, pain or discomfort.

The following measures will be implemented when dealing with incidents:

- Check for danger to yourself, to the casualty or to others,
- Check if casualty is conscious or unconscious,
- Check if the casualty's airway is open and clear of objects,
- Check if the casualty's chest is rising and falling; check if you can hear or feel the casualty breathing and if there is no breathing commence with two (2) breaths and
- Check if you see signs of life, like movement or swallowing; check if you can feel a pulse and if there is no pulse commence CPR,
- Where required First Aid and/or CPR are to be administered,
- Educators, the Centre Director or Responsible Person will contact Emergency Services on 000 immediately and contact the parents/guardians where required and

- Educators administering First Aid and/or CPR will document the incident on an Incident Report form.

FIRST AID KITS

The Centre Director or Responsible Person will ensure that the centre First Aid kit is fully stocked in accordance with the First Aid kit requirements set out in Regulation 168 section IV. Items will be discarded after the nominated expiry date.

MAINTAINING RECORDS

Detailed Accident/Incidents Report Forms will include the following information:

- Centre's name,
- Name and date of birth of child,
- Child's group,
- Specific location of the incident,
- Description of how the incident occurred,
- Description of the injuries sustained,
- Specific location of educators,
- Description of First Aid treatment provided,
- Details of action taken by educators,
- Description of the parents/guardian's response to incident,
- Names and signatures of educators involved and
- Names and signatures if parents/guardians collecting the child from the centre.

FIRST AID KIT REQUIREMENTS

The First Aid kit must contain the following items:

- Alcohol swabs 70% = 10,
- Approved pocket mask (resuscitation mask),
- Band aids,
- Conforming gauze bandage 5cm,
- Conforming gauze bandage 7,5cm,
- Conforming gauze bandage 10cm,
- Gauze swabs 7,5 x 5cm = 5,
- Gloves = 5 pairs,
- Leucoplast waterproof 1,25 x 5cm,
- Med preps = 100,
- Non-adhesive dressing 5 x 5cm,
- Non-adhesive dressing 7,5 x 5cm,
- Non-adhesive dressing 10 x 10cm,
- Non-adhesive dressing 20 x 10cm,

- Non-stretch tape (hypoallergenic) 2,5cm,
- Notebook and pen,
- Providone iodine 15mils (Betadine),
- Safety pins – assorted = 3,
- Scissors blunt/sharp 12,5cm,
- Sodium chloride 9% 30mls = 30,
- Splinter probe,
- Stingose 25mls,
- Triangular bandage,
- Tweezers and
- Wound dressing no. 15.

▲ SOURCES AND FURTHER READING

- [Emergency Management Australia, Preparing for the Unexpected:](#)
- [National Health and Medical Research Council: "Staying Healthy: Preventing infectious diseases in early childhood education and care services \(5th Edition\)", June 2013](#)
- [St John Ambulance Australia – First Aid training, products and facts:](#)

▲ ASSOCIATED POLICIES

- Emergency Action Plan and Evacuation
- Accident Prevention
- Accidents and Incidents

▲ POLICY REVIEW

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.

- **Last review:** 31.07.2023
- **Next review:** 31.07.2024