

# Family Day Care

## Administration of First Aid Policy

**Section:** 2 Children's Health and Safety

**Policy ID Number:** 2.3

**Link to National Quality Standard:** 2.2.1; 2.2.2

**Link to Education and Care Services National Regulation:** r89, r97; r98; r136, r137, r153, r168

### 1 Policy Statement

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Educators and Coordination Unit staff will ensure that the environment in which children are cared for and educated in is safe.

Educators and relevant Coordination Unit staff will maintain current First Aid Training, including CPR, Anaphylaxis and Emergency Asthma Management Training at all time and administer their skills and training as required.

### 2 Rationale

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Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

First aid can help someone feel better, recover more quickly, can save lives and prevent minor injuries or illnesses from becoming major ones.

First Aid covers the initial steps to help an injured or sick person.

To ensure Educators and staff have the appropriate skills to meet their duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

### 3 Procedures for Administration of First Aid

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- The Coordination Unit will organise first aid, CPR, anaphylaxis and asthma management training for Educators and staff. Educators can elect to attend this training or that of another accredited trainer.
- Coordination Unit staff will ensure all first aid qualifications have been acquired through an accredited training provider and are updated prior to expiry.
- Prior to registration a new Educator will provide evidence of current first aid, anaphylaxis and asthma management training.
- All existing Educators and relevant Coordination Unit staff will maintain current, and update prior to expiry, first aid, CPR, emergency asthma management and anaphylaxis qualifications. Coordination Unit staff will record training dates on Educator and staff records.
- Educators will keep and maintain a first aid kit containing all items outlined in the home safety check. This will be checked annually by Coordination Unit staff as part of the home safety check.
- Educators will have a first aid kit available always children are in care including when transporting children or on routine outings or excursions.
- Coordination Unit staff will ensure there is a first aid kit containing all items outlined in the home safety check available at playgroup and any other event organised by the Coordination Unit where children will be in attendance.
- Educators and appropriately trained Coordination Unit staff will administer first aid to a child in any circumstance it is required. This will include making the child as comfortable as possible and following first aid guidelines.
- Educators will have a phone or charged mobile available to call for emergency services and assistance at any time children are in care.

- Coordination Unit staff will ensure there is a charged mobile phone available at playgroup and any other event organised by the Coordination Unit where children will be in attendance.
- When Coordination Unit staff are using a Council vehicle a first aid kit will be available in the vehicle. This is checked and restocked annually.

#### 4 References

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- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- Educator Service Agreement

#### Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
May 2021	2.0	All	Updated from old Policy to new format and current information
May 2024	Next Review Date		

**This policy and procedure supersedes the one in the Family Day Care Policy Manual dated 2016.**