

# NQS2 Children's Health & Safety Procedure

## Administering first aid

### Teacher/Educator Responsibilities

<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>Prominently display children's Medical Management Plans and relevant <i>First Aid Action Plans</i>.</li> <li>Maintain current approved first aid qualifications as per <i>First Aid Procedure</i>. Only first aid qualified teachers/educators are permitted to administer first aid. Student, volunteer and external contractors are not permitted to administer first aid.</li> </ul>	
<b>First Aid Kits</b>	<ul style="list-style-type: none"> <li>Display a green cross on all first aid kits.</li> <li>Ensure first aid kits are inaccessible to children, but readily available to teachers/educators.</li> <li>Ensure a first aid kit(s) is readily available on excursions and during events.</li> <li>Ensure first aid kits are adequately stocked and maintained by undertaking regular audits of contents as per the inventory list (page 2 of this procedure) and discarding/replacing products when used or beyond their expiry date.</li> </ul>	
<b>Communication and documentation</b>	<ul style="list-style-type: none"> <li>Immediately inform the Centre Director (or Responsible Person in Charge) whenever a child or adult incident/injury occurs.</li> </ul> <p><b>Child incident/injury</b></p> <ul style="list-style-type: none"> <li>Complete a <i>Child Centre Incident Record</i> and implement all responsibilities as per the <i>Child, Centre Incident Reporting Procedure</i>.</li> <li>Refer to <i>Child, Centre Incident Reporting Procedure</i> to determine if further reporting and notification is required.</li> </ul>	<p><b>Adult incident/injury</b></p> <ul style="list-style-type: none"> <li>Complete <i>Adult Incident Record</i>, and implement all responsibilities as per <i>WHS Incident Reporting Procedure</i>. All adult incident/injuries must be immediately reported to the C&amp;K WHS team (<a href="mailto:whs@candk.asn.au">whs@candk.asn.au</a>)/Committee.</li> </ul>

### First aid steps for children

<b>Qualified first aider</b>	<ul style="list-style-type: none"> <li>Wash hands.</li> <li>Assess injury. Consider known medical needs (if applicable).</li> <li>Administer <i>first aid</i>.</li> <li>Wear disposable gloves if blood (or other bodily fluid) is visible.</li> <li>Once first aid has been administered: <ul style="list-style-type: none"> <li>Wash hands</li> <li>When practical, complete <i>Child Centre Incident Record</i>.</li> <li>Continue to monitor child, and if needed, record additional information on the <i>Child, Centre Incident Record</i>.</li> </ul> </li> </ul>	
<b>Cuts and abrasions</b>	<ul style="list-style-type: none"> <li>Stop any bleeding by holding a clean cloth or bandage; and apply firm light pressure.</li> <li>Clean wound by rinsing it with clean water/sterile saline solution and picking out any dirt or debris with tweezers.</li> <li>Dry wound by patting the surrounding skin with a clean pad or towel.</li> <li>Cover wound (small wounds can be left uncovered) with a non-stick dressing; avoid tape on fragile skin.</li> <li>If wound is in an area that is difficult to dress (such as the scalp), concentrate on keeping the area clean and dry.</li> </ul>	
<b>Other teachers/ educator(s)</b>	<ul style="list-style-type: none"> <li>In the event of a <b>medical emergency, immediately telephone 000</b> for an ambulance*. For example: a seizure, compound fracture, significant blood loss, unconsciousness for any length of time, child swallows an unidentified or hazardous item, difficulty breathing, child with anaphylaxis exposed to an allergen or displays signs of an allergic reaction etc.</li> <li>If required, provide first aider with first aid kit.</li> <li>Ensure effective supervision of all children.</li> <li>If required, move other children away from the injured child and comfort children who may be distressed.</li> </ul> <p><small>* When educator to child ratios (as per Regulation 123 of the Education and Care Services National Regulations) can be maintained at the centre, an educator may accompany a child in an ambulance</small></p>	

### Communication with injured child's parent/guardian

- When a child is injured, inform child's parent/guardian (or authorised person) as soon as practical OR upon child's collection on the day of the incident, but no later than 24 hours after the incident. Provide them with the completed *Child Centre Incident Record* and ask them to sign and date the record to acknowledge they have been informed of the incident. If requested, provide parent/guardian a copy of the incident record.

### However, if the incident/injury:

- Involves the child's **head or face** inform parents/guardians by telephone immediately after an incident.
- Is **serious** and/or displays any **sign or symptom of concussion\*** as listed on the following page, direct the parent/guardian to immediately collect their child and seek immediate medical attention.

## Signs and symptoms of concussion

Physical symptoms	Cognitive symptoms	Emotional/behaviour symptoms
<ul style="list-style-type: none"> <li>headache</li> <li>nausea and/or vomiting</li> <li>blurred or double vision</li> <li>sensitivity to light or noise</li> <li>dizziness and balance problems</li> <li>drowsiness, fatigue and sleep difficulties</li> </ul>	<ul style="list-style-type: none"> <li>difficulty concentrating</li> <li>slower reaction times</li> <li>difficulty remembering things, or even forgetting things altogether</li> <li>feelings of being 'in a fog' or 'slow'</li> </ul>	<ul style="list-style-type: none"> <li>greater irritability than usual</li> <li>anxiety</li> <li>changes in mood like being sad or even depressed</li> </ul>

<Centres are encouraged to print this page and display within all first aid kits>

## First Aid Kit Inventory

The following inventory is a guide only. First aid contents must be responsive to known site hazards, past incidents, and site location/size. Additional items may be added in response to site needs or activities offered (e.g., excursion or event).

Item	Expiry Date	OK ✓	Disposed of and ordered* ✓
Adhesive strips (assorted sizes)			
Non-allergenic adhesive tape			
Eye pads			
Triangular bandage (a sling to immobilise <u>injured limbs</u> , or as a pad to control bleeding or protect injuries)			
Crepe bandages (light support for <u>sprains and strains</u> )			
Wound/combine dressings to control bleeding and for covering wounds			
Disposable hand towels			
Non-adhesive dressings (to cover <u>wounds and burns</u> )			
Safety pins to secure bandages and slings			
Stainless steel scissors and tweezers			
Kidney dish for holding dressings and instruments			
Small dressings' bowl for holding liquids			
Gauze squares for cleaning wounds			
Disposable nitrile gloves			
Sharps disposal container			
Sterile saline solution: to flush <u>debris from eyes</u> / irrigating abrasions/ cuts			
CPR protection mask			
Plastic bags for waste disposal			
Cold pack (disposable)			
Thermometer			
Thermo/shock blanket help manage body temperature			
Notepad and pencil			
Liquid Paracetamol			
Emergency Salbutamol Inhaler (asthma medication), spacer and mask			
Emergency EpiPen			
<b>Audit completed by:</b>			
<b>Audit date:</b>			

\*Inform Centre Director to order new product/item