

General information

- Read alongside *Procedures*, *Child Incident Reporting* and *WHS Incident Reporting*.
- Maintain a current approved First Aid, CPR, Asthma and Anaphylaxis certification as per *Procedure First Aid*.
- Display first aid action plans prominently in indoors and outdoors areas. Printable first aid action sheets can be accessed on the [St John Website](#).
- In the event of a medical emergency, immediately call triple zero (000) for an ambulance. An educator will accompany a child in an ambulance, except if legislated educator to child ratios are compromised.
- Only qualified first aiders who are employees are permitted to administer first aid to children. Students, volunteers and external contractors are not permitted to administer first aid to children.
- First aid kits are identified with a green cross. They are readily available, including during excursions and C&K events but inaccessible to children.
- First aid kits must be adequately stocked and maintained:
 - By a nominated person in the workplace (e.g. nominated qualified first aider).
 - By discarding and replacing products when used or outside their expiry date.
 - Through conducting biannually checks/ WHS Inspection against an inventory list (refer to appendix 1).
 - According to centre / site hazards, past and potential injuries and size and location of the centre / site.

Hygiene and first aid

- When required, follow *User Guide Safe management of bodily spills*.
- Wear disposable gloves when the injury involves a bodily fluid. If disposable gloves are not readily available, wash hands immediately after administering first aid.
- Wash hands before and after administering First Aid.

Documentation and communication

- Whenever an injury occurs, and first aid is administered:
 - Immediately inform centre Director
 - Inform the child's parent / guardian as soon as appropriate and practical, e.g. no later than 24 hours after the injury / administration of first aid
 - Complete *Form Child Incident Record* or *Form Adult Incident Record*.

First aid steps for children

Qualified first aider

- Assess the injury. If applicable, consider known medical needs.
- Administer appropriate first aid.
- When practical, complete *Form Child Incident Record*.
- Monitor child. If needed, record additional information on the *Form Child Incident Record*.
- Upon collection, ask the parent / guardian or authorised person to sign the *Form Child Incident Record* to acknowledge they have been informed of the incident / injury. If requested, provide a copy of the record.

Other educator (s)

- If required, call Triple 000 for an ambulance.

- If required, provide first aider with first aid box / materials.
- Ensure effective supervision of all children.
- If required, move other children away from the injured child and comfort children who may be distressed.

Director / child's educator

- As soon as practical appropriate notify the parent / guardian.
- If the injury is serious and may require medical treatment, direct the parent / guardian to collect their child immediately.
- Director to refer to *Procedure Child Incident Reporting* and *Procedure WHS Incident Reporting* to determine if further reporting and notification is required.
- All adult injuries must be immediately reported to the C&K WHS team (whs@candk.asn.au) / Committee.

First aid kit inventory

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

Date completed:

Completed by:

Item	Check
Adhesive strips (assorted sizes)	
Non-allergenic adhesive tape	
Eye pads	
Triangular bandage	
Hospital crepe or conforming bandage	
Wound/combine dressings to control bleeding and for covering wounds	
Non-adhesive dressings	
Safety pins to secure bandages and slings	
Scissors for cutting dressings or clothing	
Kidney dish for holding dressings and instruments	
Small dressings' bowl for holding liquids	
Gauze squares for cleaning wounds	
Disposable vinyl gloves	
Sharps disposal container	
Sterile saline solution for emergency eye wash / irrigating abrasions and cuts	
Resuscitation mask for resuscitation	
Antiseptic solution for cleaning wounds and skin	
Plastic bags for waste disposal	
Re-usable ice-pack	
Paracetamol	
Salbutamol inhaler (asthma medication), spacer and mask	
Epi-pen junior	