

Quick Reference Guide SO:01.08.04 Administering First Aid



Policy – Workplace Health and Safety

Area – Service Operations

Document Control

Responsible Officer: General Manager Children's Services	Quick Reference Guide Number: SO:01.08.04
Contact Officer: Children's Services Manager	Policy Area: Workplace Health and Safety
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Scope

This quick reference guide when read with the relevant procedure and policy, provides a framework to guide all actions for the C&K Board, C&K staff, C&K Central, C&K branch services, C&K affiliate services, children, parents, volunteers, contractors and visitors.

This quick reference guide excludes C&K associate members.

Procedure

1.0 General information

- This quick reference guide should be read in conjunction with *SO01.05 Procedure Child Incident Reporting* and *HSW01.05 Procedure WHS Incident Reporting*.
- As per *HR13.02 Procedure First Aid*, all educators are required to maintain a current approved First Aid, CPR, Asthma and Anaphylaxis certification. Branch educators are required to complete First Aid training every three (3) years, whilst CPR, Asthma and Anaphylaxis emergency management certification is completed annually.
- For ready reference, services and other C&K sites are required to 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, triple zero (000) should be immediately called for an ambulance. An educator will accompany a child in an ambulance, accept 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 will be easily recognised (with green cross) and readily available (but inaccessible to children) at all times including during excursions and C&K events.
- First aid kits will be suitably equipped (as per *SO01.08.04 Quick Reference Guide First Aid Kits*) having regard to service / site hazards, past and potential injuries and size and location of the service / site.

2.0 Hygiene and first aid

- When required, follow *SO01.04 Procedure 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.

3.0 Documentation and communication

- Whenever first aid is administered, a *SO01.05. T1 Template Incident Record* must be completed.
- The service Director / Manager (or current certified supervisor) must be immediately informed whenever an injury occurs and / or when first aid is administered.
- Whenever first aid is administered, the child's parent / guardian must be informed as soon as appropriate and practical. Parents / guardians should be notified no later than 24 hours after the injury / administration of first aid.

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4.0 First Aid Steps for children

Qualified first aider	Other educator (s)	Service Director / child's educator
Assess the injury. If applicable, consider known medical needs.	<p>If required, call Triple 000 for an ambulance.</p> <p>If required, provide first aider with first aid box / materials.</p>	<p>As soon as practical and appropriate notify the parent / guardian.</p> <p>If the injury is serious and may require medical treatment, direct the parent / guardian to collect their child immediately.</p>
Administer appropriate first aid.	<p>Ensure effective supervision of all children.</p> <p>If required, move other children away from the injured child and comfort children who may be distressed.</p>	<p>Service Director to refer <i>SO01.05 Procedure Child Incident Reporting</i> and <i>HSW01.05 Procedure WHS Incident Reporting</i> to determine if further reporting and notification is required.</p> <p>All adult injuries, must be immediately reported to the C&K WHS team (whs@candk.asn.au) / Committee.</p>
When practical and safe to do so, complete <i>SO01.05. T1 Template Incident Record</i> .	If a witness to the incident / injury, assist with the completion (and sign) <i>SO01.05. T1 Template Incident Record</i> .	
Monitor child. If needed, record additional information on the <i>SO01.05. T1 Template Incident Record</i> .		
Upon collection, ask the parent / guardian or authorised person to sign the <i>SO01.05. T1 Template Incident Record</i> to acknowledge they have been informed of the incident / injury. If requested, provide a copy of the record.		

Acknowledgements and references

- PSC National Alliance. *Accident, emergencies and first aid sample policy* [ONLINE] Available at: <http://www.pscalliance.org.au/wp-content/policies/psca-accidents-emergencies-and-first-aid.pdf>

Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next review date
Final 1.0		Sylvia Bowls	July 2012		
Final 2.0	April 2013	Cath Tisdell	May 2013		May 2015
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