

Quick Reference Guide SO:01.08.04 Administering First Aid



Policy – Health and Safety

Area – Operational

Document Control

Responsible Officer: Chief operations officer	Quick Reference Guide Number: SO:1.8.4
Contact Officer: Workplace health and safety officer	Policy Area: Health and Safety
Effective Date: 22 May 2013	Review Date: May 2015

Scope

This quick reference guide 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 any visitors to C&K services.

This quick reference guide excludes C&K associate members.

Procedure

Please turn over.

Quick Reference Guide SO:01.08.04 Administering First Aid



Policy – Health and Safety

Area – Operational

Qualified first aider	Other educator (s)	Director / Nominated Supervisor
Assess the injury.	Ensure supervision of all children is maintained. If required, comfort children who witnessed the incident / injury occur.	Contact the parent to inform them of the accident / injury. If the injury is serious and may require medical treatment direct parents to collect their child immediately.
Attend to the injured person and administer appropriate first aid.	If required, provide first aider with first aid box / materials.	If the injury required medical treatment, inform BOC / committee of the incident / injury.
	If required, contact ambulance.	Sign <i>SO01.05.T2 Incident report (child)</i> .
Complete <i>SO01.05.T2 Incident report (child)</i> .	If required, assist people to wash themselves with warm soapy water, if they have come in contact with the injured person's blood or other bodily fluid.	If the injury required medical treatment, within 24 hours of the incident occurring complete <i>ACECQA SI01 Notification of serious incident form</i> with attached <i>SO01.05.T2 Incident report (child)</i> and forward to regional OECEC and BOC / committee.
Monitor child and if needed record additional information on the <i>SO01.05.T2 Incident report (child)</i> .	If required, clean any spills of bodily fluids as per <i>SO01.04 Procedure safe dealing with spills</i> and <i>SO01.4.1 QRG preparing and using diluted bleach</i>	Add details to incident / injury to <i>SO01.5.T1 child incident statistic report register</i> .
Upon collection, ask the parent or authorised person to sign the <i>SO01.05.T2 Incident report (child)</i> to acknowledge they have been informed of the injury. If requested, provide them with a copy of the report.	If a witness to the incident / injury, sign <i>SO01.05.T2 Incident Report (child)</i> .	If the injury required medical treatment, forward / email <i>SO01.F4 Risk assessment plan (after a serious incident / accident)</i> within 7 days to: Branch: BOC and whs@candk.asn.au FDC / IHC educators: lead coordinator Affiliate: committee
If required, with the assistance of the nominated supervisor complete a <i>SO01.F3 Risk assessment or SO01.F4 or Risk assessment plan (after a serious incident / accident)</i>		If required, ensure all educators are aware of new practices as a result of the risk assessment.

Quick Reference Guide SO:01.08.04 Administering First Aid



Policy – Health and Safety

Area – Operational

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> [Accessed 8 March 2013].

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