

First Aid Administration Procedure



First Aid Administration Procedure

The following procedure will be implemented if there is an accident, illness or injury that requires first aid:

- One Educator will inform the Responsible Person of the incident, illness or injury whilst another educator stays with the child or adult and commences appropriate first aid.
- The Responsible Person or second educator will review the child's medical information including any medical information disclosed on the child's enrolment form, medical management plan before they attend to the injured or ill child or adult. (If the illness or incident involves asthma or anaphylaxis, an educator will attend to the child or adult following their Medical Management Plan)
- Other educators are to supervise and care for children in the vicinity of the incident, illness or injury, if possible, the children will be redirected to another area.
- Any medication must be administered by the qualified educator or Responsible Person if present and a second qualified educator.
- If required, the second educator or Responsible Person will call an ambulance.
- The Responsible Person or educator will notify parents or emergency contact, informing them that an ambulance has been called.
- The responsible person is to accompany the child to the hospital in the event of an ambulance being called. A new responsible person will be appointed before they leave the centre.

Or

- The Responsible Person or educator contacts parents or emergency contacts to collect their child from the Service.
- Educators will ensure the 'Incident, Injury, Trauma and Illness Record' is completed in its entirety and signed by the parent or emergency contact upon pick of the child or as soon as possible.
- The Director Nominated Supervisor will ensure the regulatory authority is notified as soon as possible and within 24 hours of the injury, illness or trauma.

Please note all educators at Birra-Li have a current first Aid Certificate (including Anaphylaxis and Asthma Training).

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Procedure Review	Modifications	Next Review Date
November 2019	Nominated Supervisor changed to Director	May 2021
July 2021	No changes have been made to this procedure	February 2023
May 2023	No changes have been made to this procedure	November 2024
August 2024	Restructure and formatting of procedure.	February 2026