



First Aid Administration Procedure

Working in conjunction with the *Administration of First Aid Policy* and *Incident, Injury, Trauma and Illness Policy*, this procedure provides detailed steps for educators to follow if they witness or is made aware of a medical emergency involving a child or adult at the Service.

Emergency responses	
1	The educator who witnesses or is made aware of a medical emergency involving a child or adult at the Service will assess the situation and begin to administer immediate first aid. Another educator within the vicinity will inform the nominated supervisor or management in the office.
2	The first aid responder will ensure the safety of themselves and others and implement first aid following the DRSABCD <ul style="list-style-type: none">• Danger• Response• Send for Help• Airway• Breathing• CPR• Defibrillation
3	The first aid responder is to assess if emergency services are required. The first aid responder will send for help for emergency services by calling 000 .
4	The Nominated Supervisor/responsible person and educators will ensure the child or adult is in no immediate danger and assist to remove other children from the area, if required.
5	The Nominated Supervisor/responsible person will ensure adequate supervision for other children within the Service.
6	The Nominated Supervisor/responsible person will arrange for an educator to accompany the child or adult in the ambulance to the hospital, whilst ensuring ratios are maintained at the Service.
7	The Nominated Supervisor/responsible person or first aid responder will review the child's medical information including any medical information disclosed on the child's

	<p>enrolment form, medical management plan before the first aid responder attends to the injury or ill child or adult if applicable.</p> <p>If the illness or incident involves asthma, anaphylaxis or a pre-existing medical condition their medical management plan or Action Plan will be followed.</p>
8	<p>The Nominated Supervisor/responsible person will notify the parent or emergency contact, informing them that the child or adult requires medical attention.</p> <p>The parent/authorised person will be requested to either:</p> <ul style="list-style-type: none"> • come immediately to the Service premises or place of incident/injury/illness or • meet the ambulance at the hospital.
9	<p>The Nominated Supervisor/responsible person will ensure the <i>Incident, Injury, Trauma and Illness Record</i> is completed in its entirety and the parent and the regulatory authority are notified as soon as possible and within 24 hours of the injury, illness or trauma.</p>

Minor illness, incident or injury

1	<p>The educator who witnesses, or is made aware of an incident, injury, trauma or illness involving a child or adult at the Service will begin to administer immediate first aid.</p>
2	<p>The first aid responder is to administer first aid utilising the first aid kit as required.</p>
3	<p>The first aid responder will closely monitor any child who appears unwell and if any symptoms described below are noticed, or the child is not well enough to participate in normal activities, parents or an emergency contact person will be contacted to collect the child as soon as possible.</p> <p>Behaviour that is unusual for the individual child may include:</p> <ul style="list-style-type: none"> • high temperature or fevers • loose bowels • faeces that are grey, pale or contains blood • vomiting • discharge from the eye or ear • persistent, prolonged or severe coughing • difficulty breathing • skin that displays rashes, blisters, spots, crusty or weeping sores

	<ul style="list-style-type: none"> • loss of appetite • dark urine • headaches • stiff muscles or joint pain • difficulty in swallowing or complaining of a sore throat • a stiff neck or sensitivity to light
4	The first aid responder will move any child who is displaying symptoms of a contagious illness or virus (vomiting, diarrhoea, fever) away from the rest of the group and supervise until he/she is collected by a parent or emergency contact person.
5	Any medication must be administered by a qualified educator or the Nominated Supervisor if present and a second qualified educator.
6	The Nominated Supervisor/responsible person will notify the parent or emergency contact, informing them that the child has received medical attention by the first aid responder.
7	If emergency services are not required, however the first aid responder determines the child should seek medical attention, the parent or emergency contact will be notified and requested to collect the child and advised medical attention should be sought by a medical practitioner.
8	In the case of a serious incident, the nominated supervisor/responsible person will ensure the <i>Incident, Injury, Trauma and Illness record</i> is completed in its entirety and the parent and the regulatory authority is notified as soon as possible and within 24 hours of the injury, illness or trauma.

Calling for an ambulance

All staff have a duty of care to contact an ambulance immediately in case of an emergency.

Dial 000 and answer any questions the operator may require.

The call taker may ask additional questions and provide assistance or medical advice depending on the emergency. Staff are to follow these instructions where possible.

Where possible arrange for a staff member to meet the ambulance and paramedics at the entrance of the Service and take to where the patient is located.

Educators will ensure any medical condition plans, asthma plans, anaphylaxis plans, or regular medication are available for the paramedics.

The paramedics will be notified of any allergies or special requirements the patient may have.

When practical, the responsible person will notify families or emergency contact.

The responsible person will ensure an *Incident, Injury, Trauma and Illness Record* is completed and signed by the parent/guardian within 24 hours of the incident.

The Nominated Supervisor will ensure the regulatory authority is notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service.

Review:

Procedure reviewed date	Modifications/Changes	Next review date
February 2026	Restructure of procedure to add steps to provide more information in relation to how educators and staff in the event of a medical emergency. Additional information added into 'calling for an ambulance' section.	July 2027