

4.6 Administration of First Aid Policy

1. Purpose

My Place Family Day Care takes all precautions possible to prevent accidents and injuries and to minimise complications. Managing accidents and emergencies requires careful planning and reduces the likelihood of major injuries and complications from injuries. “The person caring for the child assumes responsibility for acting in the best interests of the child in the event of an injury. The careful exercise of this discretion is considered part of the staff and Educator’s duty of care.”

2. Scope

This policy applies to Nominated Supervisor, Coordinators, Educators, Educator Assistants, parents and children

3. Definitions

Approved Provider: Inala Community House (ICH) has approval from the Federal Government to operate an approved FDC service.

Service: My Place Family Day Care, whose Approved Provider is Inala Community House.

Parent/Guardian: The person responsible for the payment of fees and who is paid the Child Care Subsidy. Referred to as the Parent/s. **PLEASE NOTE: does not include a parent who is prohibited by a court order from having contact with the child**

Authorised Nominee: in relation to a child, means a person who has been given permission by a parent or guardian to collect the child from the FDC Educator.

Authorised Person: Means a person who is a parent or family member of the child who is being educated and cared for by the family day care educator. **PLEASE NOTE: A parent or family member does not include a person whose access to the child is prohibited or restricted by a court order or tribunal of which the approved provider, nominated supervisor or FDC Educator is aware.**

Educator: A suitably qualified person who is registered with the Service.

Educator’s Residence – The home or venue approved to provide childcare by an approved Educator of the Service.

The Red Cross defines first aid as: *“Immediate care given to a victim of injury or sudden illness until more advanced care can be provided, or recovery occurs.”*

4. Policy

My Place Family Day Care is committed to providing a safe and healthy environment and has a duty of care to provide all persons with a safe and healthy environment.

All Educators working with children will hold a current Child Care First Aid Certificate which includes anaphylaxis and asthma management training.

Educators will plan for and respond effectively to accidents and medical emergencies.

Educators will have a first kit at their residence and when leaving the residence, a first aid kit will be taken.

All precautions are taken to prevent accidents and injuries and to minimize complications. Managing accidents requires careful planning and reduces the likelihood of major injuries and complications from injuries.

The Service will keep a register of the Educator's qualifications.

5. Review

This policy remains in effect unless otherwise determined by resolution of the Board of Directors. This policy will be reviewed every two years or sooner as required.

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	11/2019	Reviewed
Revision 04	01/2021	Reviewed

6. Related Documents

Policies

- 4.2 Incident, Injury, trauma and illness Policy
- 4.3 Serious Incident Policy
- 4.4 Medical Conditions Policy
- 4.6 Administration of Medication Policy

Procedures

- 4.12 Incident, Injury, trauma and illness Procedure
- 4.16 Responding to Medical Emergency Procedure
- 4.17 Responding to Other Emergencies Procedure
- 4.19 Medical Conditions Procedure
- 4.20 Anaphylaxis Procedure

- 4.21 Asthma Procedure
- 4.22 Diabetic Procedure
- 4.23 Epilepsy Procedure
- 4.24 Administration of Medication Procedure
- 4.25 Self Administration of Medication Procedure
- 4.26 Administration of First Aid Procedure

Forms

Child Enrolment
Incident, Injury, Illness, Trauma Record

References

ACECQA (2017). Family Day Care Educator Compliance Responsibilities under the National Law and the National Regulations: Compliance Guide

ACECQA (2017). Guide to National Quality Framework, retrieved from <https://www.acecqa.gov.au/nqf/about/guide> Chapter 2 The National Quality Standards, Quality Standard 2: Children's Health and Safety

2.1.2: Health practices and procedures – effective illness and injury management and hygiene practices are promoted and implemented

2.2.1: Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

2.2.2: Incident and emergency management – plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

ACECQA (2017). Requirements for Family Day Care Educators Info Sheet

Australian Government National Health and Medical Research Council (2013). Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition), retrieved from <https://www.nhmrc.gov.au/guidelines-publications/ch55>

Education and Care Service National Regulation 2011

R.89: First Aid kit

R.136 First Aid Qualifications

R.168 Policies and Procedures

St John Ambulance - <http://stjohn.org.au/first-aid-facts>

