

## Administration of First Aid Procedure

**Procedure Relevant to:** All Staff & Educators

**Policy:** WHS First Aid Policy

**Last Reviewed:** October 2019

**Next Review:** October 2022

**NQF Reference:** National Law section 167

National Regulations 89, 136, 168 NQS 2

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

First aid does not take the place of professional medical treatment.

Our co-ordinator/directors will ensure that at least one educator is in attendance at the service at all times, including being immediately available in an emergency, who holds a current approved first aid qualification and has undertaken current approved anaphylaxis and emergency asthma management.

### Procedure

- 1.1 Assess the situation; where possible move others from any immediate danger.  
Administer first aid.  
Ensure emergency services are contacted, if applicable (000\*).
- 1.2 When calling emergency services:
  - ✓ State the emergency service you require: Ambulance, Fire or Police;
  - ✓ Stay on the line until connected with the emergency service operator;
  - ✓ Give as much information as possible including:
    - Where you are (state, suburb, address and location);*
    - Your name;*
    - What occurred;*
    - Age and condition of those involved;*
    - Answer any questions to the best of your ability.*
- 1.3 Notify the Director.
- 1.4 Notify the parents / guardians. All attempts to contact the parent / guardian will be recorded and the time noted.
- 1.5 If a serious incident, the Education and Care Unit must be notified by member of the Leadership team.

