**Administration of First Aid**

**Background**

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

Toronto Community Child Care Centre is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. Our educators and staff are aware of their duty of care to children, families, other staff and visitors in providing appropriate first aid treatment and all have their current First Aid training.

**Aim**:

1. To ensure a safe & healthy environment for the children, staff, parents/ caregivers & other people within the community that attend our centre.

2. To respond to accidents & incidents promptly with appropriate first aid treatment.

3. To ensure all Educators have up to date First Aid training

4. To ensure First Aid is administered when needed by Qualified Educators.

**Procedure**:

**The Approved Provider will ensure:**

* That funds are allocated to the annual budget for staff training in first aid, anaphylaxis and asthma. TCCCC will pay up to $105 per approved first aid course
* That all educators are supported to ensure they hold current first aid qualifications
* That all educators have undertaken current approved anaphylaxis and asthma management training

**The Nominated Supervisor will**:

* Ensure that educators have recognised first aid qualifications
* Ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid
* Keep records of staff first aid, asthma and anaphylaxis training
* Collaborate and consult with staff educators to develop and implement a risk assessment and management plan
* Ensure the list of displayed first aiders is up to date

**Educators and staff will:**

* Organise their own first aid training BEFORE their current certificate expires
* Ensure their first aid training is approved and current
* Administer First Aid to children and or other Educators when needed.
* Assess whether further medical treatment is needed.

**First Aid Kits**

**The Approved Provider will:**

• Ensure the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for

**The Nominated Supervisor will:**

• Ensure adequate first aid supplies are available for centre first aid kits

• Ensure first aid kits are readily accessible but inaccessible to children

• Ensure first aid kits are carried on all excursions and in evacuation bags.

**Educators and staff will:**

• Ensure each first aid kit is suitably equipped and regularly restocked

• Discard and replace out of date stock

• Ensure first aid kits are carried on all excursions

• Ensure room first aid kits are checked, restocked and documented each month

• Ensure first aid kits are readily accessible but inaccessible to children

Staff will ensure that if First Aid is administered then an incident/Injury/Trauma form is filled out and signed by Nominated Supervisor or Responsible Person on Duty. This is then signed by the parent/carer and a copy given to parent or carer on pick up.

Nominated Supervisor will ensure that Incident/Injury/Trauma & Illness records are stored confidentially for the required period as dictated by regulations and legal obligations.

Sources:

National Quality Standard area 2.1.4

Education and Care Service National Regulations- 85, 86, 87, 89, 122, 136, 245

St John’s Ambulance Australian Red Cross

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