Early Years Policy – Administration of First Aid

Attachment 2: First Aid Responders Role

The following circumstances are examples of, but not limited to when first aid is required until assistance from a qualified health professional becomes available:

* Life threatening injury or illness
* Choking /blocked airway
* Anaphylactic reaction to an allergen, e.g. nuts, eggs
* Bleeding
* Bone fracture
* Convulsions and/or high temperature
* Injury to head, eye or back
* Asthma attack
* Excessive vomiting or diarrhoea presenting a risk of dehydration
* Loss of consciousness
* Burns, which includes sunburn
* Poisoning from hazardous chemicals, plants, substances
* Bites from spiders, insects or snakes.

In a medical emergency educators/first aid responder need to:

* Attend immediately to an injured/ill child or individual and implement appropriate first aid management.
* Assess if there is need for an ambulance to attend and call 000 for attendance or advise a co-worker to make the call.
* Identify any risks in the immediate area and minimise/eliminate these.
* Implement any medical condition action plans that are required if a child with a diagnosed medical condition is involved.
* In the event of a child going into anaphylactic shock who does NOT have a Medical Management Plan, the service's EpiPen is to only be administered to a child with over-the-phone consent from an ambulance officer/medical practitioner.
* Monitor the child or individual’s condition and maintain appropriate first aid support, if required, until further assistance is available from qualified health professionals.
* Ensure that arrangements are made to remove the child or individual as soon as possible, in the interests of the health, safety and wellbeing of that child or individual and others.
* Notify, as soon as practicable, the parents/guardians of a child involved in a serious medical emergency or accident.
* Document, as soon as practicable, the incident details on the Incident, Injury, Trauma and Illness Record as per the Early Years Policy - Incident, Injury, Trauma and Illness
* Notify the Department of Education within 24 hours of a serious incident (refer to Definitions in the Early Years Policy – Administration of First Aid) occurring at the service
* In the case of a serious accident/injury of an adult, as far as practicable, the scene of the accidents should not be touched, as it may need to be inspected by an inspector from WorkSafe
* Notify WorkSafe if a serious workplace injury has occurred as soon as practicably possible and in writing within 48 hours of the accident occurring.
* In the event of an asthma attack, (if the service spacer was used) the used spacer must be provided to the family and a new spacer to be purchased for the service as soon as possible.
* In the event of anaphylaxis, the used adrenaline auto-injector is to be given to the ambulance officer attending the scene, with the date and time it was used.