

BALHARRY MEMORIAL KINDERGARTEN AND RURAL CARE FIRST AID POLICY

NQS link: Quality area 2 Children's health and safety

- All staff are required to undertake appropriate First Aid Training
- When an injury occurs commence immediate First Aid procedures.
- All injuries at the kindergarten/ rural care are to be recorded in the accident book.
(Separate page per child)
- Serious injuries will be reported to DECD via IRMS and the Regional Office (Critical Incident).
- Injuries to staff will be reported following correct WHS and incident reporting procedures

SERIOUS OR LIFE THREATENING SITUATION PROCEDURE

- Without leaving the child notify another staff member who will phone an Ambulance (000)
- Rural Care staff can use the Vital Call alert system
- In case of ingestion of hazardous products, call Poisons information centre 131126 and follow directions given.
- Administer First Aid.
- Continue First Aid until Ambulance arrives.
- Parents must be notified of the situation as soon as possible.
- Keep accurate written record of all procedures taken using Accident Report form.
- A staff member may accompany the child in the Ambulance and may remain with the child until the parent arrives (provided staff/child ratios are maintained).

HIV/AIDS PROCEDURE

- It is **not** centre policy to exclude or discriminate against children, caregivers and staff members from our service that have contracted HIV/AIDS.
- All information given in relation to such diseases will remain confidential.
- Staff will be regularly inserviced and have accurate and up to date information available to them in regard to HIV/AIDS, transmission and curriculum.
- Accurate and up to date information will be available to caregivers regarding HIV/AIDS.
- Universal precautions will be implemented at all times when dealing with all situations involving cuts, abrasions and body fluids. (See *Health and Safety Policy*)
- **Note:** Exclusion from our service will occur when any child or staff member is clinically unwell.

ASTHMA PROCEDURES

- Parents are responsible for providing all medications and equipment and these must be provided prior to the child starting kindergarten or rural care
- Appropriate management plans and medication forms must be completed by families and their GP and provided to staff prior to administration of any medications.
- Parents and Staff will have access to up to date information about Asthma ie Health Support Planning in schools, preschools and child care services
- Staff will be trained in Asthma management as part of their first aid training requirements
Source: The Asthma Foundation of SA

ANAPHYLAXIS PROCEDURES

- Parents are responsible for providing all medications including 'Epi-pens' if needed
- Appropriate management plans and medication forms must be completed by families and their GP and provided to staff prior to administration of any medications
- Staff will attend Anaphylaxis training as part of their First Aid training requirements.

MEDICATIONS AND PHYSICAL MEDICAL ASSISTANCE PROCEDURES

- All medications must be **prescribed** for your child.
- If medication is required, parents must provide written direction stating dosage, times to be given and the name of the child to receive medication (This must be clearly displayed on the label). It must also include written permission for staff to administer the medication.
- For ongoing care eg. Asthma, a Management Plan and Medication form must be completed by parents and their G.P. prior to staff administering the medication.
- If physical therapy is required eg. Postural drainage, staff must be instructed in the correct procedure prior to administering to the child. Alternatively parents can make arrangements with trained medical personnel to visit the kindergarten/ rural care.
- Storage of medications- All medications will be stored out of children's reach. Medications sent to kindergarten/ rural care must be in their original containers.
- All medications administered will be recorded on the Administering Medication forms for each child. Parents are required to provide written instructions and permission for administration of medications.

DEATH/SERIOUS INJURY – AFTER THE INCIDENT PROCEDURE

- Staff inform the Director immediately.
- All staff involved record events as soon as possible.
- Director informs DECD and the Regional Director at the Regional office. (Critical incident report)
 - Director/Chairperson to convene an emergency Governing Council meeting.
 - Decisions and action taken will be made by Governing Council, depending on circumstances.
 - The GC/Director will organise support systems and counselling for staff and children.

SOURCES:

- Health Support Planning in schools, preschools and childcare services DECS 2001
- First Aid in early childhood centres and schools DECS 2001
- You've got what? Prevention and control of notifiable and other infectious diseases in children and adults Department of Health 2009
- Asthma Friendly Child Care