

First Aid Administration Procedure

This procedure is to be read in conjunction with the 'Health Practices Policy'.

Applying First Aid:

- Follow DRS ABCD (Danger, Response, Send, Airway, Breathing, CPR, Defibrillation)
- First Aid will be administered by a staff member qualified in First Aid (there is always an allocated 'First Aider' during each shift who holds the required certifications)
- The First Aider will wear gloves and any other necessary Personal Protective Equipment (e.g. mouth guard if CPR is required)
- The First Aider will remain with the injured child, continue to monitor them for any changes, and apply First Aid, until the situation is resolved, or a medical practitioner (such as emergency services) take over the 'Duty of Care'
- If an ambulance is called the 'Ambulance Action Procedure' will be followed. The First Aider will follow all instructions given by the emergency services
- For minor incidents the incident may be recorded in the Band Aid Book, and for all other incidents an Incident, Injury, Illness Form must be completed as soon as reasonably practical and the parent informed

First Aid Kit Maintenance

- An appropriate number of fully equipped First Aid Kits and other relevant First Aid equipment will be kept readily available, and easily recognisable, in a prominent position at each service
- Each First Aid kit will be checked monthly using the First Aid Box Checklist to ensure it is fully stocked, and that the contents are within the expiry date
- An appropriate number of ice packs will be kept in the freezer for treatment of bruises and sprains
- An Asthma Puffer and EpiPen shall be available in at least one First Aid Kit at the service at all times, and on each bus whilst transporting children.

PROCEDURE VERSION AND REVISION INFORMATION



Authorised by GENERAL MANAGER

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