

# Procedure for the use of the Defibrillator

## **QA2 Children's Health and Safety**

- 2.3 Each child is protected.
- 2.3.1 Children are adequately supervised at all times.
- 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
- 2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
- 2.3.4 Educators, coordinators and educators members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.

## **National Law (s) and National Regulations (r)**

- r85 Incident, injury, trauma and illness policies and procedures
- r89 First aid kits
- r94 Exception to authorisation requirement – anaphylaxis or asthma emergency

## ***Aim***

To provide immediate treatment to any person (child, staff, parents, visitors) who experience cardiac arrest and requires defibrillation.

## ***Related policies***

Work Health and Safety Policy  
Procedure for treating children who become unwell  
Administering medications policy  
Severe allergies policy

## ***Legislative requirements***

Carlingford West OOSH and all educators' must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22, 000.

## ***Who is affected by this policy?***

Children  
Educators  
Families  
Management  
Visitors

## **Implementation**

We believe that being prepared is one of the most important parts in childcare. Having a defibrillator available to us can be the fine line between life and death and therefore we feel it is extremely important to have one at hand.

The majority of the educators at Carlingford West OOSH are First Aid trained and a part of this training is based on when and how to use a defibrillator. The defibrillator will be located in a place where it is accessible and will be used whenever it is necessary.

Parents and families have been made aware that a defibrillator will be available at the centre. As part of the enrolment at Carlingford West OOSH, all families have given consent to have the defibrillator used on them or their child if necessary.

Should a case arise where the defibrillator is needed, Carlingford West OOSH educators will;

- Administer first aid as appropriate, call for an ambulance - dial 000.
- Provide the following information to emergency services:
  - Caller's name, the name of the Centre, address and phone number.
  - Whether an ambulance, the police or fire brigade is required.
  - The name of the ill or injured person.
  - Whether they are an infant, child or an adult.
  - The name of the next of kin, parent or guardian.
  - The nature of the illness, injury or emergency.
  - An assessment of the severity of the illness or injury.
  - With the ambulance, state the urgency of the situation.
  - If the person is unconscious, whether they are breathing or have a pulse.
  - If the person is bleeding severely, or appears to have a major injury, or has a head injury, or is cyanosed (a 'blue' colour).
  - The first aid or cardiopulmonary resuscitation (CPR) action that is being taken.
  - An educator member will accompany the injured child in the ambulance to the hospital until the child's family arrives. Carlingford West OOSH will be adequately educated and have a plan in place in case an educator member is required to accompany the child to hospital.
  - Informs the child's parent, guardian, emergency contact or the designated responsible person that you have called an ambulance, the nature of the emergency, action taken or first aid provided, and the hospital the child was transferred to.
  - Follow up any required advice or action.
  - Fill in Accident/Injury/Acute Illness Report Form; provide copies of form and other documentation to the parent. If a death of a child occurs, inform the police, WorkCover NSW and the Director-General of Community Services.

## **Review**

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Educators
- Families
- Interested Parties

Date Reviewed	
Date of next review	
Nominated Supervisor	
Committee Management Representative	