



First Aid Administration Policy

Introduction

Our centre is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid care and facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

The First Aid Policy, strategies and practices are designed to support educators to:

- ◁ Ensure that ill or injured persons are stabilised and comforted until medical help intervenes
- ◁ Monitor ill or injured persons in the recovery stage
- ◁ Apply further first aid strategies if the condition does not improve
- ◁ Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.

Aim: Our preschool is committed to providing a safe and healthy environment.

First aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care to take positive steps towards maintaining the health and safety of each child.

We will ensure:

- all permanent educators hold a current first aid qualification;
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification;
- all incidents will be documented and stored according to regulatory requirements; and
- a risk management approach to health and safety shall be adopted.

Implementation/Strategies:

First Aid Qualifications

In accordance with the National Regulations 136(1).

◁ The following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service:

- (a) at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification;
- (b) at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training;
- (c) at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.

◁ First Aid Qualifications undertaken by staff must appear on ACECQA's list of approved first aid qualifications and be awarded by registered training organisations (see Sources link).

◁ Copies of First Aid Qualifications will be stored in Staff Records.

◁ The service informs children, families, and educators of those persons who hold first aid qualifications

First Aid Action Response

Generally first aid is provided in response to unpredictable illness or injury.

Education and childcare workers have an obligation to ensure parents and guardians are informed about first aid provided to their children.

Refer to Toukley Preschool's Incident, Injury, Trauma and Illness Policy for the appropriate forms to complete eg. Incident, Injury, Trauma & Illness Record & IOI Notification of incident.

The Need for an Ambulance

An ambulance will be called when the following instances (but not limited to) occur to a person or child at the service:

- ◁ unconsciousness or an altered conscious state;
- ◁ experiencing difficulty breathing;
- ◁ showing signs of shock;
- ◁ experiencing severe bleeding, or who is vomiting blood or passing blood;
- ◁ slurred speech;
- ◁ serious injuries to the head, neck or back; and
- ◁ possible broken bones.

Infection and Prevention Control

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids.

- ◁ cover cuts and abrasions with dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids;
- ◁ wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes;
- ◁ wear a mask and eye protection where there is a risk of splashing blood or other body fluids; and
- ◁ wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

Poisons Information Centre

The Poisons Information Centre telephone number 131 126 is displayed:

- ◁ Next to every telephone in the service.
- ◁ Where dangerous products are stored

Roles and Responsibilities

The Approved Provider is responsible for –

- ◁ Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- ◁ Ensuring that at least one staff member or one nominated supervisor of the service with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.
- ◁ Appointing a staff member to be the nominated first aid officer (when in an emergency situation).
- ◁ Advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request.
- ◁ Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards
- ◁ Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities.
- ◁ Ensuring that first aid training details are recorded on each staff member's record.
- ◁ Ensuring safety signs showing the location of first aid kits are clearly displayed.
- ◁ Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.
- ◁ Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.
- ◁ Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- ◁ Must notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident. This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident.

The Nominated Supervisor is responsible for –

- ◁ Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources).
- ◁ Ensuring a portable first aid kit is taken on all excursions and other off-site activities.
- ◁ Maintaining a current approved first aid qualification.
- ◁ Monitoring the contents of all first aid kits and arranging with the approved provider for replacement of stock, including when the use-by date has been reached.
- ◁ Disposing of out-of-date materials appropriately.
- ◁ Ensuring a portable first aid kit is taken on all excursions and other off site activities.
- ◁ Keeping up to date with any changes in the procedures for the administration of first aid.
- ◁ Ensuring that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used;
- ◁ Reviewing and signing off on all documentation when first aid has been administered;
- ◁ Dialing 000, and calling for an ambulance when emergency medical treatment is required or delegate this responsibility.
- ◁ Administration of first aid to be done in accordance with first aid training and undertaken by a qualified first aider;
- ◁ Families (where first aid is being administered to a child) to be notified of the nature of the incident/ accident; and
- ◁ The person administering first aid will be the person who completes the incident, injury, trauma and illness record and passes to the responsible person for verification and signing by parent or guardian.
- ◁ Guiding staff in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- ◁ Introducing preventive measures to eliminate the risk, or control measures to minimise the risk;
- ◁ Reviewing and analysing accident, injury, incident data.
- ◁ Records are confidentially stored for the specified period of time as required by the Regulation.
- ◁ Any serious incident occurring at the centre will be documented through a **I01 Notification of incident form and reported to the Department of Education & Communities within 24 hours;**
(see Toukley Preschool - Incident, Injury, Trauma and Illness Policy for appropriate forms)
- ◁ A copy of the incident report will be provided to the family as soon as possible; and
- ◁ Educators and staff are aware of the procedures around managing serious incidents.

Early Childhood Educators are responsible for –

- ◁ Implementing appropriate first aid procedures when necessary.
- ◁ Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required.
- ◁ Practicing CPR and administration of an auto-injection device at least annually (in accordance with other service policies).
- ◁ Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.
- ◁ Ensuring that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record and a copy of report is available for parents/guardians
- ◁ Notify the Nominated Supervisor immediately after the serious incident has occurred.

Families are responsible for –

- ◁ Providing the required information for the service's medication record.
- ◁ Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required.
- ◁ Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or

procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Legislative Requirements:

- < Education and Care Services National Law Act 2010: Sections 167, 169
- < Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245
- < Work Health and Safety Act 2011
- < Australian Child Protection Legislation

Related Guidelines, Standards, Frameworks

- < National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2, 2.1.2

Source:

- CELA – Community Early Learning Australia
- ACECQA – www.acecqa.gov.au/first-aid-qualifications-and-training
- ACECQA's guide to National Quality Framework
- Australian Red Cross – www.redcross.org.au
- St John Ambulance Australia (NSW) – www.stjohnnsw.org.au
- First aid in the workplace – www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace

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