



2.01 Administration of First Aid Policy

POLICY STATEMENT

First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an early childhood service where educators have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

AIM

Our service has a duty of care to provide and protect the health and safety of children, families, educators and visitors of the service. This policy aims to support educators to:

- Preserve life
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes
- Monitor ill or injured persons in the recovery stage
- Apply additional first aid tactics if the condition does not improve
- Ensure the environment is safe and other people are not in danger of becoming ill or injured.

This policy applies to children, families, staff, management and visitors of the service.

STANDARDS AND PROCEDURES

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs. Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

Management is responsible for:

- Safeguarding every reasonable precaution is taken to protect children at the service from harm and/or hazards that can cause injury.
- Ensuring that at least one educator is in attendance at all times with current approved first aid qualifications and is immediately available at all times that children are being educated and cared for by the service. This can be the same person who has anaphylaxis management training and emergency asthma management training.
- Ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
- Ensuring that first aid training details are recorded and kept up to date on each staff member's record.
- 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 and individual children's allergies.
- Ensuring that parents are notified when practicable or within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and that details are recorded on the Incident, Injury, Trauma and Illness Record.
- Ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the service.

- Ensuring that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid.
- 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.
- Conducting annual refresher CPR and anaphylaxis training course for all staff members

A Nominated Supervisor/ Responsible Person will:

- Maintain a current approved first aid qualification
- Support staff when dealing with a serious incident, trauma
- Provide and maintain an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards
- Provide and maintain a transportable first aid kit that can be taken to excursions and other activities
- Monitoring the contents of all first aid kits and arranging replacement of stock, including when the use-by date has been reached. This is conducted every 3 months by St Johns First Aid
- Disposing of out-of-date materials appropriately
- Ensure safety signs showing the location of first aid kits are clearly displayed
- Ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA.
- Provide internal training of the administration of an auto-injection device annually and documenting on staff files
- Keep up to date with any changes in the procedures for the administration of first aid
- Ensure that appropriate documentation is being recorded by Nominated/ Certified Supervisors in regard to incidents, injury, trauma and illnesses and the administration of first aid. Documentation of the following must be recorded;
 - Name and age of the child
 - Circumstances leading to the incident, injury, trauma or illness (including any symptoms)
 - Time and date
 - Details of action taken by the service including any medication administered, first aid provided or
 - Medical personnel contacted
 - Details of any witnesses
 - Names of any person the service notified or attempted to notify, and the time and date of this
 - Signature of the person making the entry, and time and date of this.
- Ensure that two educators administer and witness medications at all times. One of these educators must have approved First Aid qualifications in accordance with current legislation and regulations and be a senior staff member with a Diploma qualification or higher. Both educators are responsible for:
 - Checking the Medication Form
 - Checking the prescription label and the amount of medication being administered
 - Checking the use-by date
 - Signing and dating the medication form
 - Returning the medication back into the locked medication container.

Educators will:

- Implement appropriate first aid procedures when necessary
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required
- Practice CPR and administration of an auto-injection device annually
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- Ensure that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record accurately.
- Conduct a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised

Parents/Guardians will:

- Sign service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child.
- Provide the required information for the service's medication record
- Provide written consent (in enrolment form) for staff to administer first aid and call an ambulance, if required.
- Be 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.

First Aid Kit

The approved provider of the service will ensure that first aid kits are kept in up to date and in accordance with National Education and Care Service Regulations. First Aid Kits are checked re-stocked every 3 months by St Johns.

All First Aid Kits at the service must:

- Not be locked and be easily accessible to staff and educators
- Not contain paracetamol
- Be suitable for the number of employees and children and sufficient for the immediate treatment of injuries.
- Contain a list of the contents of the kit.
- Be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not depreciated.
- Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- Include emergency telephone numbers
- Be taken on excursions and be attended by First Aid qualified educators.
- Be maintained in proper condition and the contents restocked as required.

Individuals along with the Nominated Supervisor will consider whether the first aid kits and components are appropriate and effective for the service's hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the Nominated Supervisor.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 12 - Meaning of serious incident
- 85 - Incident, injury, trauma and illness policies and procedures
- 86 - Notification to parents of incident, injury, trauma and illness
- 87 - Incident, injury, trauma and illness record
- 88 - Infectious diseases
- 89 - First Aid Kits
- 97 - Emergency and evacuation procedures
- 161 - Authorisations to be kept in enrolment record
- 162 - Health information to be kept in enrolment record
- 168 - Education and care service must have policies and procedures
- 174 - Prescribed information to be notified to Regulatory Authority
- 176 - Time to notify certain information to Regulatory Authority

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children's Education & Care Quality Authority](#)
- [Early Childhood Australia - Code of Ethics](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Guide to the National Quality Standard](#)
- [Revised National Quality Standard](#)
- [Work Health and Safety Act](#)
- Safe Work Australia: [First Aid in the Workplace Code of Practice](#)
- Safe Work Australia: [Legislative Fact Sheets First Aiders](#)
- ACT Work Cover: [ACT First Aid in the Workplace Code of Practice](#)

RELATED POLICIES

- 2.02 Administration of Medications Policy
- 2.07 Child Protection Policy
- 2.08 Control of Infectious Disease Policy
- 2.13 Incident, Illness, Accident and Trauma Policy
- 2.16 Medical Conditions Policy
- 2.20 Safe Storage of Hazardous Substances Policy
- 2.25 Work Health & Safety Policy
- 6.01 Enrolment Policy
- 6.02 Family Communication Policy
- 7.06 Privacy and Confidentiality Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
May 2018	Yes	No	None	March 2019