

# Administration of First Aid Policy

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*First aid can save lives and prevent minor injuries or illnesses from becoming major. 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 and obligation to assist children who are injured, become ill or require support with administration of medication*

## National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
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

## 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

## **PURPOSE**

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.

## **SCOPE**

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

## **IMPLEMENTATION**

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.

### **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 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
- Appointing a nominated first aid officer
- 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 within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the Incident, Injury, Trauma and Illness Record
- Ensuring that staff 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.

**A Nominated Supervisor/ Certified Supervisor 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
- 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 regards 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.

**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
  
- 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 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 (via the enrolment record) for service 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

#### **All First Aid Kits at the service must:**

- Not be locked
- Not contain paracetamol
- Be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Service.
- Be easily accessible to staff and educators
- Be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- Be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments.
- 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 or expired.
- Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- Be easy to access and if applicable, located where there is a risk of injury occurring.
- Include emergency telephone numbers, the phone number and location of the nearest first aid trained educators
- Display a photograph of the first aid trained educators along with contact details to assist in the identification process.
- Be provided on each floor of a multi-level workplace.
- Be provided in each work vehicle.

- Consideration should be given to precautionary measures such as sunscreen protection and portable water if working outdoors.
- First Aid kits must be taken on excursions and be attended by First Aid qualified educators.
- Be maintained in proper condition and the contents restocked as required.
- Our First Aid delegated individual responsible for maintaining all First Aid kits at the Service is:

<b>FIRST AID OFFICER</b>	
Name: _____	Role: _____
Number of First Aid Kits Responsible for at the Service: _____	
Additional First Aid Officer: _____	

These individuals are responsible for conducting and maintaining each first aid kit by complying with the First Aid Checklist, certifying each Kit has the required quantities, items are within their expiry dates and sterile products are sealed. This will occur after each use or if unused, at least annually.

Individuals along with the Nominated Supervisor will also 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.

- We will display a well recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

### **First Aid Kit Checklist**

Our Service will use the Checklist in Safe Work Australia’s First Aid in the Workplace Code of Practice as a guide to what to include in our First Aid Kit.

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/693/First%20aid%20in%20the%20workplaceV3.pdf>

We will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at our Service and what injuries children or adults may incur. We will review our incident, injury, trauma and illness records to help us make a knowledgeable decision about what to include.

## First Aid Kit Check

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### Queensland (QLD)

Our Service will use the following Checklist (which does not specify the quantity of each item) from the Queensland Compliance Code/ First Aid in the Workplace

[https://www.worksafe.qld.gov.au/\\_\\_data/assets/pdf\\_file/0004/58162/first-aid-in-the-workplace-cop-2014.pdf](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0004/58162/first-aid-in-the-workplace-cop-2014.pdf)

OR

Our Service will use the Checklist in Safe Work Australia's First Aid in the Workplace Code of Practice as a guide to what to include in our First Aid Kit.

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/693/First%20aid%20in%20the%20workplaceV3.pdf>

### Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.

- Your Health and Safety Guide to Workplace amenities and first Aid June 2007: Worksafe Victoria.  
[http://www.worksafe.vic.gov.au/info/\\_\\_data/assets/pdf\\_file/0013/12370/vwa\\_guide\\_to\\_workplace\\_amenities.pdf](http://www.worksafe.vic.gov.au/info/__data/assets/pdf_file/0013/12370/vwa_guide_to_workplace_amenities.pdf)
- First Aid for low risk Micro Businesses May 2009: Worksafe Victoria
- Children’s services occupational health and safety compliance kit: Worksafe Victoria
- Compliance Code First Aid in the Workplace 2008: Worksafe Victoria
- Safe Work Australia Legislative Fact Sheets First Aiders
- Safe Work Australia First Aid in the Workplace Code of Practice
- Work Health and Safety Act
- First Aid in the Workplace Code of Practice Tasmania  
[http://worksafe.tas.gov.au/\\_\\_data/assets/pdf\\_file/0007/203596/first\\_aid\\_code.pdf](http://worksafe.tas.gov.au/__data/assets/pdf_file/0007/203596/first_aid_code.pdf)
- Safe Work Australia Legislative Fact Sheets First Aiders
- QLD First Aid Code of Practice Worksafe
- Safe Work Australia Legislative Fact Sheets First Aiders
- Safe Work Australia First Aid in the Workplace Code of Practice
- Safe Work Australia First Aid in the Workplace Code of Practice Work Health and Safety Act 2012
- WA Code of Practice First Aid Facilities and Practice

Review

Policy Review Date
<p>January 2019</p> <p>  </p> <hr/> <p>Nadiya Khan Director</p>