

FIRST AID POLICY

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.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
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 lives
- 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. 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:

- Taking every reasonable precaution 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, including 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 after 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.
- Organising refresher First Aid courses for all staff members each year to ensure all staff members remain confident with their first aid knowledge and practice.

A Nominated Supervisor/ Responsible Person will:

- Maintain a current approved first aid qualification.
- Support staff when dealing with a serious incident and/or 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 (evacuation bags)
- Ensure the WHS officer monitors the contents of all first aid kits and arranges replacement of stock, including when the use-by date has been reached.

- Dispose of out-of-date materials and supplies 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.
- Keep up to date with any changes in the procedures for the administration of first aid.
- Contact families immediately if a child has had a head injury whilst at the Service.
- Ensure that appropriate documentation is being recorded by the Nominated Supervisor / Responsible Person regarding incidents, injury, trauma, and illnesses and the administration of first aid.

The following information 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 if applicable
- 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-injector 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.

- Be involved in the writing of 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.

First Aid Kit

The Approved Provider of the Service will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations.

All First Aid Kits at the Service must:

- Be suitably equipped.
- Not be locked.
- 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 degraded or expired.
- Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- Be easily recognisable.

- Be easy to access and if applicable, located where there is a risk of injury occurring.
- Be provided on each floor of a multi-level workplace.
- Be taken on excursions (evacuation bags).
- 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 the WHS officer and Centre Director/Nominated Supervisor at each centre. They are overall 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. These checks will occur monthly.

The WHS Officer along with the Centre Director/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, the WHS Officer will advise and follow up with the Centre Director/Nominated Supervisor. There are first aid kits in every classroom and in all outdoor areas.

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.

<https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace>

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 assist us in making an informed decision about what to include. Monthly 'Accident Analysis reports' will be completed by the WHS Officer in consultation with the Centre Director/Nominated Supervisor after reviewing the service's incident reports for that month. These 'Accident Analysis reports' will be reviewed, and solutions will be put into place if reoccurring accidents are happening at a particular time and place each month. This will form part of our services Quality Improvement Plan (QIP).

For further advice on first aid in the workplace, refer to the following website for state and territory specifications.

<https://www.safeworkaustralia.gov.au/first-aid>

Source

Australian Children's Education & Care Quality Authority. (2014).

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

Revised National Quality Standard. (2018).

Safe Work Australia First Aid in the Workplace Code of Practice: <https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace>

Safe Work Australia Legislative Fact Sheets First Aiders: <https://www.safeworkaustralia.gov.au/first-aid>

REVIEW

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
May 2019	<ul style="list-style-type: none"> Sources checked for currency. URLs added. Sources/references alphabetised. Minor formatting for consistency throughout policy. 	May 2020
May 2018	<ul style="list-style-type: none"> Updated policy to work in collaboration with Safe Work Australia. 	May 2019
October 2017	<ul style="list-style-type: none"> Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes. Updated to include revised National Quality Standard 	September 2018
September 2017	<ul style="list-style-type: none"> Minor changes made to policy 	September 2018
September 2016	<ul style="list-style-type: none"> New Format created and policy created 	October 2017