

Mbunt Compass Preschool

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Policy: Administration of First Aid

RATIONALE:

Mt Compass Preschool will plan for and respond effectively to accidents and medical emergencies. 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. Our education and care service is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid 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.

Aims:

We will ensure:

- an educator holding a first aid qualification is on site at all times.
- 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
- a risk management approach to health and safety shall be adopted.

First Aid Procedure:

The First Aid Kit is located in the storage area adjacent to the adult wash basin. The Asthma Kit is located on the shelf immediately inside Office on left. Individual children's kits are also located on office shelf in a marked container. All children's asthma medication is accompanied by their Asthma Management Plan.

Use the following emergency first aid procedures:

- Do not move child or pick up child until injury has been assessed.
- Use protective gloves with all bodily fluids (dispose of gloves & clothes used to mop up in a tied double layer plastic bag).
- Seek staff support for first aid if necessary.

If a child needs First Aid: .

Staff member assists child

1. Check for danger
2. Assess injury
3. Treat injury
4. Notify parent immediately, if necessary

If injury is beyond staff help and is an emergency – call for ambulance and then call parent.

Record keeping: .

- For serious injuries/incidents/illnesses record information on: DECD Incident, Injury, Trauma and Illness Record. Record and photocopy - give original to parent/caregiver / keep photocopy in file with First Aid Log.
- For minor injuries/incidents/illnesses record information on Mt Compass Preschool's Accident and Injury Report Folder (located in office on middle shelf of white bookcase). Home Report Form for minor incidents (in Incident/Accident Folder) to be provided to parents/guardians, parent signs on receipt of report.

If a staff member needs First Aid:

- Staff to assist staff member, assess & treat injury.
- Staff to seek medical attention.
- If necessary, staff member to call for ambulance.

In the event of only two staff members being present due care and supervision of children must also be considered at all times.

At commencement of service, staff members to complete Personal details form (that records next of kin, relevant medical information) to be stored by the Director (or Nominated Supervisor) in personnel file.

N.B. Remember to conduct accident investigation and use IRMS website to notify Department for Education when staff are injured. See below for circumstances in which IRMS notification is mandatory within 12 hours period.

Accident Procedure:

Report any accident or near miss for children and adults to the Director. All accidents must be recorded in the incident/accident folder (minor) or on Department for Education Incident/injury/trauma and illness record (serious) depending on the severity. Staff will contact an ambulance in an emergency.

Staff will contact parents, and follow normal medical procedures.

Children on a health care plan – staff will follow medical procedures as per health plan. Children's health care plans are located in individual child folders, top drawer filing cabinet. A summary of health issues (EYS form) is located on the outside of filing cabinet with photographs of children.

Professional development of staff and educators

Mt Compass Preschool will ensure that :

- educators are supported to ensure they hold current recognised first aid qualifications;
- educators have undertaken current approved anaphylaxis management training and asthma management training .
- employee induction includes an induction to the first aid policy
- the skills and competencies of trained first aiders are maintained and skills are kept up to date,
- staff and educators collaborate and consult with each other to develop and implement a risk assessment and management plans; and .

- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

Hazard identification and risk assessment

Mt Compass Preschool will:

- provide an environment that support child safety.
- guide staff and children in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- introduce preventive measures to eliminate the risk, or control measures to minimise the risk;
- review and analyse accident, injury, incident and 'near miss' data;
- keep contact details of emergency services and other emergency contacts on display in centre,
- Complete a Daily Outdoor Learning Area inspection prior to the arrival of children
- Complete a Quarterly Outdoor Learning Area inspection as per the Department for Education requirements

Administration of first aid to children, families, staff and visitors to the centre

Mount Compass Preschool will:

- ensure that there is always at least one first aid qualified educator on the premises during open hours.
- ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- call for an ambulance when emergency medical treatment is required or delegate this responsibility.
- Ensure that administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider where possible
- as per the first aid plan, and in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the adult who has witnessed the incident/injury/illness
- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident as soon as practicable after the incident;
- the adult administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.

First aid supplies

Mount Compass Preschool will ensure that:

- the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;
- the first aid kits are suitably equipped, easily accessible and recognisable; and first aid kits are carried on field excursions.
- ensure a first aid box checklist is kept in every first aid kit
- staff will regularly monitor supplies and update stock as required; and
- discard and replace out of date stock.

Documentation and record keeping

Mount Compass Preschool will:

- complete an Incident/injury/trauma and illness Record for all serious incidents/injuries/trauma/illnesses occurring at the centre or record incident in incident/accident folder for minor incidents; and ensure that a copy of the accident/incident report will be made available for parents/guardians on request.
- ensure that parents are supplied with written information about incidents/accidents that are recorded either on Department Incident/injury/trauma & illness Record or in site incident/accident folder.
- ensure records are confidentially stored for the specified period of time as required by the Regulation.

Managing serious incidents

Mount Compass Preschool will ensure :

- any serious incident occurring at the centre will be documented on the IRMS system within the required time
- 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.
- that parents are notified of any serious incident; and arrange for medical intervention if required.
- serious incidents are managed as per this policy; and notify the Nominated Supervisor immediately after the serious incident has occurred.
- Management and staff will monitor and review the effectiveness of the first aid policy regularly.
- Updated information will be incorporated as needed.

Should one of the following occur on site then responsible person must notify the Educational Director and lodge an IRMS report within 12 hours.

- Injury or trauma to, or illness of, a child for which medical attention was sought, or ought reasonably to have been sought
- Attendance of emergency services at the education and care services premises was sought, or ought reasonably to have been sought
- The death of a child while being educated and cared for by the service, or following an incident while being cared for by the service
- A child was missing or not able to be accounted for
- A child was taken or removed from the service in a manner that contravenes the *Regulations*
- A child was mistakenly locked in or out of the premises

- An incident that requires the service to close or reduce the number of children attending
- A circumstance that posed a significant risk to the health, safety or wellbeing of a child

Endorsed by Staff & Governing Council March 2014 / March 2016 / March 2018