FriedaCorpeKindergarten

Administration of 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 contact 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

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. 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
- Adhering to the current Department for Education Injury Incident Reporting and Investigation Procedure.
- 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.
- 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 when practicable (ASAP) 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 and the caregiver/parent signs this document.
- Ensuring that a serious incident, injury, trauma or illness at the service is documented on IRMS as instructed in the DFE procedure "Injury incident reporting and investigation procedure".
- 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.

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 by contacting Accidental Health and Safety to replace items. Ph 0412343457
- 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 if staff have not done this through their first aid training.
- 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 accurately.
- Ensure that serious injuries are entered into IRMS within 12 hours of the event and that the site manager is notified immediately.
- 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 form) 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 in our emergency management plan
- 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 the Director.

FIRST AID OFFICER
Names: Kerry Warner Role: Director Julie Murphy (teacher) Fiona Perkins (teacher) Kathryn Valamanesh (teacher)

Our Service uses the Accidental Health & Safety company to conduct and maintain 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 at least annually as scheduled or beforehand if required. As educators use first aid items if it is nearing the last of that item educators record it on the first aid box record sheet in the bathroom and inform the WHS officer and/or Director. (who will then organize its replacement)

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.

- Our Service 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 Accidental Health & Safety company to restock our first aid kits. This will comply with current WHS guidelines at the time of restocking. Ph 0412343457 and comply with First Aid in the workplace code of practice Safe Work S.A
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 help us make a knowledgeable decision about what to include.

First Aid Kit Check

South Australia (SA)
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. Use the link at the top of the page. [Under title: First Aid Kit Checklist]

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
- 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
- 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
- Revised National Quality Standards

Review

Date Reviewed	Modifications	Next Policy Review Date
September 2016	New Format created and policy created	October 2017
September 2017	Minor changes made to policy	September 2018
October 2017	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
Jan 2019	Updated to include other first aid officers	Feb 2020
Feb 2020	Reviewed	