

# ADMINISTRATION OF FIRST AID POLICY



## Purpose

First aid can preserve life, prevent a condition worsening and promote recovery. 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 to take positive steps towards maintaining the health and safety of each child.

## Responsibilities of the Approved Provider

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensuring that at least one educator with current approved first aid qualifications (refer to Definitions) is in attendance 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 CPR, anaphylaxis management training and emergency asthma management training, which is also required under the Regulations.
- Appointing a staff member to be the nominated first aid officer.
- Advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request.
- Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that in accordance with the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011 and the First Aid Manual. First aid kits should be inaccessible to children at all times.
- Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities.
- Ensuring that first aid training details are recorded on each staff member's record.
- Ensuring safety signs showing the location of first aid kits are clearly displayed.
- 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.
- 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.

## Responsibilities of the Nominated Supervisor

- Ensuring that all required staff have attained an approved first aid qualification, including CPR, anaphylaxis management training and emergency asthma management training, meet the requirements of the National Act and Education and Care National Regulations 2011 and are approved by ACECQA.
- Ensuring a portable first aid kit is taken on all excursions and other offsite activities.
- Reviewing the service's first aid policy annually.
- Reviewing the service's injury register every six months to identify hazards in the environment.

## Responsibilities of the Educators

- Implementing appropriate first aid procedures when necessary.
- Maintaining current approved first aid qualifications, and qualifications in CPR, anaphylaxis management and emergency asthma management, as required.
- Practicing CPR and administration of an auto-injection device at least annually. CPR should be done refreshed annually as part of the certification process.
- Ensuring that all children are adequately supervised while providing first aid and comfort is given to a child involved in an incident or suffering trauma.
- Ensuring that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record.

- Notifying the Nominated Supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training.
- Obtaining consent from a child to administer first aid when possible in recognition of their rights.
- Ensuring that volunteers and trainees are not responsible for administering first aid.

## Responsibilities of the Families

- Providing the required information for the service's medication record.
- Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required.
- Being 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.
- Paying for any costs associated with an ambulance call out.

## When an accident happens:

- A staff member with current first aid qualifications will attend to the child and begin first aid.
- Staff will wear gloves whilst attending to a child who is bleeding.
- Staff are to practice hygiene procedures such as disposal of gloves, used gauze/wipes/tissues, etc after treatment.
- Other staff are to clear children away from the accident site and continue with the normal routine.
- Staff wash their hands BEFORE AND AFTER treatment.
- No medications/creams will be used on the child unless they are prescribed for that child.
- If first aid is administered, an Incident, Injury and Trauma or Illness report is to be filled out by the staff member present at the time of the accident and the staff member who treated the child/adult. Information should be recorded as soon as possible in the Accident/Injury Register, and within 24 hours after the incident, injury, trauma or illness. This will state:
  - Date and time of accident.
  - Where the accident occurred.
  - Nature of incident/injury trauma (be specific).
  - Parent/person contacted and the time they were contacted (if necessary).
  - Adult witnesses.
  - Name of child/adult.
  - Circumstances of the accident (be specific).
  - Treatment given.
  - Person who administered the first aid.
  - Ways in which the accident could be prevented from occurring in the future.
  - Signed by staff member.
- The Nominated Supervisor or other responsible person is to sight and sign the form.
- The parent is to sight and sign the form and receive a copy within 24 hours of the incident injury or trauma (if they request one). If contact is not possible on the day of the accident, the nominated supervisor or Responsible Person must contact parents by phone or in person as soon as possible the next day.
- A copy of the form is to be put in the child's file and the details entered on a tracking sheet in the Accident/Injury Register so that staff can review the number and kinds of injuries and make decisions as to how to prevent them happening in the future.
- The National Regulations require that an incident, injury, trauma and illness record be kept, and that the record be accurate and remain confidentially stored until the child is 25 years old.
- Continue to monitor the child's condition. If the child's condition deteriorates, then the Nominated Supervisor or Responsible Person is to assess the situation and if necessary call an ambulance, the parents or other emergency contacts nominated in the enrolment form. If either of these staff members are unavailable then another member of staff is to do this and the Nominated supervisor or Responsible Person is to be notified as soon as possible.

- If the parents are not available and a child needs to go to hospital by ambulance, a staff member is to go with them. In this case the Director is to take the staff member's place or a casual staff member called to come urgently to maintain staff/child ratios as per the Education and Care Services National Regulation 2011.
- Remaining staff are to continue to try to contact the parents/emergency contacts.
- A copy of the child's enrolment form is to be taken to the hospital by the staff member accompanying the child.
- If a child requires hospitalisation, the Nominated Supervisor or Responsible Person is to contact the regulatory authority, the NSW Early Childhood Education and Care Directorate via NQA ITS Portal within 24 hours.
- A small first aid kit is to be kept in an evacuation pack, which is used in the evacuation of the service, eg fire, bomb threat, etc.
- In case of a death of a child in care, the Nominated Supervisor or Responsible Person must immediately give notice of the fact to:
  - The parent of the child.
  - The Police.
  - The regulatory authority, the NSW Early Childhood Education and Care Directorate within 24 hours.
  - The Approved Provider of the service.

**The National Law requires the Regulatory Authority to be notified of any serious incident at an Approved Service. A serious incident includes:**

- the death of a child while attending a service, or following an incident while attending a service
- any incident involving injury, trauma or illness of a child where medical attention was sought, or should have been sought ('Medical attention' includes a visit to a registered medical practitioner or attendance at a hospital).
- an incident at the service premises where the attendance of emergency services was sought, or should have been sought ('Emergency services' might include ambulance, fire brigade, police and state emergency services).
- appears to be missing or cannot be accounted for
- appears to have been taken or removed from the service premises in a way that breaches the National Regulations, or
- is mistakenly locked in or locked out of any part of the service premises.

A serious incident should be documented as an incident, injury, trauma and illness record as soon as possible and within 24 hours of the incident.

### **WHEN IN DOUBT, CALL AN AMBULANCE**

## **Definitions, Terms & Abbreviations**

<b>Term</b>	<b>means</b>
CPR	Cardiopulmonary Resuscitation
Anaphylaxis	Acute allergic reaction to an antigen

## **Related Statutory Obligations & Considerations**

### **Australian Children's Education and Care Quality Authority (ACECQA)**

[www.acecqa.gov.au/First-aid-qualifications-and-training](http://www.acecqa.gov.au/First-aid-qualifications-and-training)

### **Children and Young Persons (Care and Protection) Act 1998**

**Department of Education** - <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

## Education and Care Services National Regulations 2011

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

**National Quality Framework (NQF)** - <http://acecqa.gov.au/national-quality-framework/>

**Occupational Health and Safety ACT 2004** - <http://www.legislation.nsw.gov.au/#/view/act/2011/10>

## Related Telephone Numbers

- Early Childhood Education and Care Directorate 1800-619-113
- Poisons Information Centre 131-126
- ACECQA 1300-422-327
- Emergency Services 000

## Amendment History

Version	Amendment	Short Description
1.1.2018	Clarification of procedures	Further detail of responsibilities of all parties in the event of an accident

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: 2<sup>nd</sup> January 2018  
Version: 1.1.2018  
Last Amended By: Heather Sheridan  
Next Review: January 2019  
Position: Nominated Supervisor