



# ADMINISTRATION OF FIRST AID

## POLICY STATEMENT

Our service acknowledges First Aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide 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.

## GOALS

This policy, strategies and practices are designed to support educators to:

- Ensure that ill or injured persons are stabilised and comforted until medical help intervenes
- Monitor ill or injured persons in the recovery stage
- Apply further first aid strategies if the condition does not improve
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.

## STRATEGIES

### FIRST AID QUALIFICATIONS

In accordance with the National Regulations 136(1). Our staff expects all staff members working with children to obtain and maintain current first aid, anaphylaxis and asthma training qualifications.

The following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency **at all times** that children are being educated and cared for by the service;

- a) At least one staff member or one Nominated Supervisor of the service who holds a current approved first aid qualification;
- b) At least one staff member or one Nominated Supervisor of the service who has undertaken current approved anaphylaxis management training;
- c) At least one staff member or one Nominated Supervisor of the service who has undertaken current approved emergency asthma management training.

First Aid Qualifications undertaken by staff do appear on ACECQA's list of approved first aid qualifications and are awarded by a registered training organisation.

Copies of First Aid qualifications will be stored in staff records

The service informs children, families and educators of those persons who hold first aid qualifications.

### FIRST AID RESPONSE

Generally, first aid is provided in response to unpredictable illness or injury.

Our educators have an obligation to ensure parents and guardians are informed about first aid provided to their children.

### THE NEED FOR AN AMBULANCE

An ambulance will be called when the following instances (but not limited to) occur to a person or child at the service;

- a) Unconsciousness or an altered conscious state;
- b) Experiencing difficulty breathing;
- c) Showing signs of shock;
- d) Experiencing severe bleeding, or who is vomiting blood or passing blood;
- e) Slurred speech;
- f) Injuries to the head, neck or back; and
- g) Possible broken bones.

### INFECTION AND PREVENTION CONTROL

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to;

Cover cuts and abrasions with water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids;

Wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes;

Wear a mask and eye protection where there is a risk of splashing blood or other body fluids;

Remove any broken glass or sharp material with forceps or tongs and place in container; and

Wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

### POISONS INFORMATION CENTRE

The Poisons Information Centre Telephone number 131 126 is detailed on our Incident Response Plan, near each phone within the service, in the emergency first aid bags and in the First Aid cupboard.

### ROLES & RESPONSIBILITIES

#### 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 (Section 167).

Ensuring that at least one staff member or one Nominated Supervisor of the service with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.

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.

# ADMINISTRATION OF FIRST AID

Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.

Providing and maintaining a portable first aid kit that can be taken off-site 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.

Must notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident. This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident.

## Nominated Supervisor

Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Law (Section 169 (4)) and National Regulations (Regulation 137), and are approved by ACECQA.

Ensuring a portable first aid kit is taken on all excursions and other off-site activities.

## Educators:

Implementing appropriate first aid procedures when necessary

Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required.

Practicing CPR and administration of an auto-injector at least annually

Ensuring that all children are adequately supervised while providing first aid and comfort for 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.

## Families:

Providing the required information or 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 administering of first aid.

Paying for any costs associated with an ambulance call out.

## RELATED GUIDELINES, STANDARDS, FRAMEWORKS, LEGISLATION

### National Quality Standards

Quality Area 2: Children's Health & Safety

### Office of the Children's Guardian: Child Safe Standards

Standard 1: Child safety is embedded in the organisational leadership, governance and culture.

Standard 3: Families and communities are informed and involved.

Standard 7: Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.

Standard 10: Policies and procedures document how the organisation is child safe.

### Legislation

Education and Care Services National Law Act 2010: Section 167, 169.

Education and Care Services National Regulations: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245

Work Health and Safety Act 2011

Australian Child Protection Legislation

## RESOURCES / USEFUL LINKS

[www.ACECQA.gov.au](http://www.ACECQA.gov.au)

St John Ambulance Australia – [www.stjohn.org.au](http://www.stjohn.org.au)

Tailored First Aid – [www.tailoredfirstaid.com.au](http://www.tailoredfirstaid.com.au)

## MONITORING, EVALUATION AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.