

## D-7 THE ADMINISTRATION OF FIRST AID

### POLICY STATEMENT

We are committed to providing an environment that promotes children's health, safety and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid. We will take every reasonable precaution to ensure that we are well equipped to administer first aid in the event of an injury or illness.

First aid is the immediate treatment or care given to someone suffering from an injury or illness until further advanced care is accessed or the individual recovers.

The aim of first aid is to:

- preserve life
- prevent illness or injury from becoming worse
- relieve pain, if possible
- promote recovery
- protect the unconscious

### PROCEDURES

#### a) Governance and planning for management of first aid incidents

- At all times when the service is operating and wherever it is operating from, there will be at least 1 staff member in attendance who holds an approved current first aid certificate and at least 1 staff member who holds an approved current certificate in the management of anaphylaxis and asthma.
- The preferred first aid course is Provide First Aid in an Education and Care setting HLTAID012.
- All new educator positions will be advertised as being conditional on the attainment or willingness to attain a first aid certificate.
- Permanent staff will be required to undertake and maintain their first aid certificates as part of their condition of employment, the cost of which will be provided for in the service budget.
- Casual staff will be encouraged to obtain and maintain their first aid certificates. Where the service requires a casual staff member to obtain their first aid certificate to meet legal requirements, the cost will be provided for in the service budget.
- Refresher training in Cardio Pulmonary Resuscitation (CPR) will be carried out annually and first aid qualifications should be renewed every three years.

- A fully stocked and updated first aid kit will be kept in the first aid cupboard in the centre. This will be easily recognizable and fully accessible to all adults having access to the premises.
- Each kit will contain the items deemed necessary by the Nominated Supervisor in consultation with other staff, with consideration to the minimum equipment suggested by Safe Work Australia for the provision of first aid considering the number of children, staff and visitors to the service at any one time.
- Each kit will contain a list of contents, asthma medication and an epi-pen for emergency use.
- Smaller travel first aid kits will be maintained and taken to and from bus stops, on excursions and any other venue from where the service is operating.
- The Nominated Supervisor will check and replenish each first aid kit on a regular basis, no less than 4 times per year, or will delegate this task to another staff member. The completion of this task will be recorded via the first aid checklist.
- The Responsible Person for each session will be the first aid warden for that session.
- First aid kit checks will include the replacement of items used, checking for required items, checking items have not deteriorated, ensuring sterile products remain sealed and are within their expiry dates on a regular basis to make sure the first aid kit is fully stocked when needed.
- New educators will be made aware of the first aid kits, their location and their responsibilities in relation to first aid as part of the orientation process.
- Medical emergency information will be located near the telephone with key information such as the service address, nearest cross street Emergency telephone numbers.
- The service will maintain a current subscription to an Ambulance Fund.
- All first aid incidents involving children which require treatment will be recorded by way of an incident, illness, injury, illness, trauma form.
- All first aid incidents involving educators, other staff members, parents/carers or visitors to the service will be recorded by way of an SNCC incident report.
- Only educators who hold a current first aid certificate will be permitted to treat and manage first aid incidents including minor first aid incidents.
- Only educators holding a current first aid certificate in the management of asthma and anaphylaxis will be permitted to treat first aid incidents relating to asthma and anaphylaxis.

## **b) Procedures for minor first aid incidents**

- Assess the injury.
- Attend to the injured person and commence first aid as required.
- Wear disposable gloves when in any contact with blood or bodily fluids.
- Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner – use biohazard kit if necessary.
- Anyone who has come into contact with any blood or fluids should wash area of contact in warm soapy water.

- Record the incident and treatment given on an incident/injury/trauma and illness record.
- Inform the Responsible Person of the incident as soon as possible.
- Responsible Person will inform parent/carer on arrival at the service or immediately via phone in the case of head/neck injuries or communicable illnesses and will obtain if possible, parental signature confirming knowledge of the injury/trauma/illness.
- Nominated Supervisor will file the incident/injury/trauma/illness record in the Accidents/Incidents folder.

## c) Procedures for major first aid incidents

- Remove all other children from the vicinity of the injured person.
- Ensure supervision is maintained of other children and provide reassurance to them as required.
- Assess the injury, call for another educator to bring the first aid kit and to provide any assistance including calling 000.
- Commence first aid treatment.
- At least one educator will remain with injured person at all times, monitoring their symptoms and administering first aid until ambulance arrives.
- Inform the Responsible Person and Nominated Supervisor of the incident as soon as possible.
- An educator will contact the parent/carer or primary contact of the injured person.
- An educator will accompany a child in the ambulance and stay with the child at the hospital until or unless a parent/guardian or authorised nominee arrives.
- First aid incidents requiring ambulance or follow up medical treatment will be notified to the Regulatory Authority by the Nominated Supervisor within 24 hours.

## d) Procedures for illness

- A child or adult will be considered sick if they have a fever over 38°C, vomits or has diarrhea or acts in an unusual way that indicates possible illness.
- If a child becomes ill or develops symptoms while at the service, the parent/guardian will be contacted for immediate collection.
- An educator will support the child to remain comfortable and provide reassurance.
- If a child is suspected of suffering from a communicable illness, every effort will be made to keep the child isolated from other children while waiting for their family.
- The educator will complete the incident, injury, illness, trauma form and have it signed by parent/guardian on arrival.
- Children who are unwell will be regularly monitored by an educator.
- If a child's temperature reaches 40°C and an educator cannot contact the parent/guardian - an ambulance will be called.

- An educator will travel in the ambulance with the child and stay with them at the hospital until a parent/guardian arrives.
- First aid incidents requiring ambulance or follow up medical treatment will be notified to the Regulatory Authority by the Nominated Supervisor within 24 hours.
- The Nominated Supervisor will advise the families using the service if a child has been in recent attendance who was later diagnosed with a communicable illness.

## CONSIDERATIONS

### National Quality Standards

2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need 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
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect
7.1.1	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

### Education and Care Service National Regulations 2011

Section 167	Offence relating to protection of children from harm and hazards
85	Incident, injury, trauma and illness
86	Notification to parent of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical conditions policy
92	Medication record
93	Administration of medication

94	Exception to authorization requirement – anaphylaxis or asthma emergency
136	First aid qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
176	Time to notify certain information to Regulatory Authority

## Related Policies / Forms

<p>Service enrolment record</p> <p>Family Information Booklet</p> <p>A-11 Acceptance and refusal of authorisations</p> <p>D-12 Providing a child safe environment</p> <p>D-8 Management of incident, injury, trauma and illness</p> <p>A-3 Enrolment and orientation</p> <p>D-6 Emergency and evacuation</p> <p>D-9 Dealing with infectious diseases</p> <p>A-11 Acceptance and refusal of authorisations</p> <p>Code of practice First Aid in the workplace – Safework NSW 2015</p>
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## ENDORSEMENT AND REVIEWS

Date	Action
06.12.2012	Approved by SNCC Board
12.03.2024	Last Review Date
March 2027	Next Review Date