



ADMINISTRATION OF FIRST AID POLICY

First aid can save lives and prevent minor injuries or illnesses from becoming major. All children, staff and visitors of our Service have the right to feel safe and well and know that they will be attended to with due care when in need of first aid.

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.
2.2.1	Safety	Each child is protected
2.2.2	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

CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL REGULATIONS	
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

RELATED POLICIES

- Incident, Illness, Accident and Trauma Policy
- Family Communication Policy
- Administration of Medication Policy
- Supervision Policy
- Work Health and Safety Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Health and Safety Policy
- Diabetes Management Policy
- Epilepsy Policy
- Responsible Person Policy

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. Our Administration of First Aid Policy and associated procedures and practices aim 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 prior to obtaining professional medical services if required. First aid may also be required for people suffering psychological distress, such as during an anxiety attack or emotional breakdown. 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 Out of School Hours

services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

OSHC management is responsible for:

- Appointing a nominated first aid officer
- 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.
- 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 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. Parents/guardians will be contacted as soon as possible when a child has suffered a head injury whilst at the Service.
- 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.
- Providing and maintain an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards, including a transportable first aid kit for excursions.
- Ensuring safety signs showing the location of first aid kits are clearly displayed.
- Ensuring 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.
- Ensuring that appropriate documentation is being recorded by Nominated/ Certified Supervisors in regard 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.

OSHC 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.

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 treatment that was given to their child.
- Provide the required information for the Service's medication record
- Provide written consent (via the enrolment record) 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 and Coordinator 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 will:

- Not be locked.
- Be suitably equipped and sufficient for immediate treatment of injuries for the number of children and staff at the Service.
- Be easily accessible to staff and educators, preferably in a location close to high-risk areas
- Be regularly checked to ensure supplies are adequate and not expired. Contents will promptly be restocked if necessary.
- Be taken on excursions (transportable first aid kits).

FIRST AID KIT CHECKLIST

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.

<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.

SOURCE:

Australian Children's Education & Care Quality Authority.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

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

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

Revised National Quality Standard

Date Reviewed	Modifications	Next Policy Review Date
March 2019	Ratified by the Kingsbury Primary School Council on 21 st March 2019.	March 2020
April 2020	No changes.	April 2021