



FIRST AID POLICY

Quality Area 2: Children's Health and Safety

INTRODUCTION

First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is important in the context of an early childhood service. Educators have a duty of care and obligation to assist children who are injured, become ill or require support with the administration of medication.

POLICY STATEMENT

This Policy outlines the Orchard Early Learning Centres 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.

STRATEGIES AND PRACTICES - MANAGEMENT

Management is responsible for;

- Safeguarding every reasonable precaution to protect children at the Service from harm and/or hazards that can cause injury
- 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.





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- 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.

STRATEGIES AND PRACTICES – CENTRE TEAM

A Nominated Supervisor/ Responsible Person will:

- Ensure there is a current approved first aid qualified staff member on site at all times.
- 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, emergency evacuations and other activities
- Ensure WHS Officer is monitoring the contents of all first aid kits and arranging replacement of stock, including when the use-by date has been reached
- Dispose of out-of-date materials (such as sharps) appropriately by returning to a local pharmacy.
- Ensure 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 informal training of the administration of an auto-injection device annually and documenting on staff files.
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis Keep up to date with any changes in the procedures for the administration of first aid
- Contact families as soon as practicable if a child has had a head injury whilst at the Service.
- Ensure that appropriate documentation is being recorded by Nominated Supervisor / Responsible Person regarding 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





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- o 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
- 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.
- 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

RESPONSIBILITY OF PARENTS

- 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 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 of the Service will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations.

All First Aid Kits at the Service must:

- Out of children's reach.
- Be suitably equipped.
- Will be latched closed but 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 degraded or expired.
- Have a white background with a green cross with the words 'First Aid' prominently





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displayed on the outside.

- Be easily recognisable.
- Be easy to access and if applicable, located where there is a risk of injury occurring.
- Include emergency telephone numbers
- Be provided on each floor of a multi-level workplace.
- Be provided in each work vehicle.
- Be stocked with precautionary items such as sunscreen and water if using.
- Be taken on excursions.
- 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:

FIRST AID KIT	
Name	
Role	
Number of First Aid Kits Responsible for at the Service:	
Additional First Aid Officer:	

These individuals are responsible for conducting and maintaining 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 each use or if unused, at least annually.

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 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





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adults may incur. We will review our incident, injury, trauma and illness records to assist us in making an informed decision about what to include. For further advice on first aid in the workplace, refer to the following website for state and territory specifications.

<https://www.safeworkaustralia.gov.au/first-aid>

LINKS TO OTHER POLICIES

- Grievance and Complaint Policy
- Enrolment and Orientation Policy
- Privacy and Confidentiality Policy
- Immunisation policy & excursion policy

LINKS TO EDUCATION AND CARE SERVICES NATIONAL REGULATIONS, NATIONAL QUALITY STANDARD

Regs	14	Application for provider approval by individual
	15	Application for provider approval by person other than an individual
	16	Matters relating to criminal history
	31	Condition on service approval – quality improvement plan
	46	Application for supervisor certificate
	55	Quality improvement plans
	56	Review and revision of quality improvement plans
	173	Prescribed information to be displayed
	174	Time to notify certain circumstances to Regulatory Authority
	175	Prescribed information to be notified to Regulatory Authority
	176	Time to notify certain information to Regulatory Authority
	177	Prescribed enrolment and other documents to be kept by approved provider
	180	Evidence of prescribed insurance
	181	Confidentiality of records kept by approved provider
	183	Storage of records and other documents
	185	Law and regulation to be available

QA	2.1	Each child's health and physical activity is supported and promoted
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented





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SOURCES/RESOURCES / USEFUL LINKS

Sources

- Early Years Learning Framework
- Education and Care Services National Regulations
- Guide to the National Quality Standard
- ACECAQ <https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training#centre>

Further reading

- CELA <https://www.cela.org.au/wp-content/uploads/Resources/administration-of-first-aid.pdf>

Useful websites

- St Johns [https://www.stjohnald.com.au/Training/First-Aid-Courses/Accredited-First-Aid-Training/First-Aid-in-Childcare-\(3\)](https://www.stjohnald.com.au/Training/First-Aid-Courses/Accredited-First-Aid-Training/First-Aid-in-Childcare-(3))

POLICY REVIEW

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Date(s) reviewed: April 2019 / April 2020 / January 2021 / January 2022

