

Administration of First Aid Policy

National Quality Standards

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| 2.1 | Each child's health and physical activity is supported and promoted. |
| 2.1.1 | 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 | Effective illness and injury management and hygiene practices are promoted and implemented. |
| 2.1.3 | Healthy eating and physical activity are promoted and appropriate for each child. |
| 2.2 | Each child is protected |
| 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
| 2.2.2 | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented. |
| 2.2.3 | Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect. |

National Regulations

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| 84 | Awareness of child protection law |
| 85 | Incident, Injury, Trauma and Illness record |
| 86 | Notification to parents of injury, trauma and illness |
| 87 | Injury, Illness, Trauma and Illness record |
| 89 | First aid kits |

Aim

Medowie Gumnut Preschool will plan for and respond effectively to accidents and medical emergencies.

Rationale

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

Medowie Gumnut Preschool is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

Who is affected by this Policy?

- * Management
- * Educators
- * Children
- * Families

Implementation

Professional Development of Staff

The Approved Provider will ensure:

- that all educators are supported to ensure they hold current recognised first aid qualifications
- all educators have undertaken current approved anaphylaxis management training
- all educators have undertaken current approved emergency asthma management training

The Nominated Supervisor will:

- ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a staff register
- collaborate and consult with staff and implement a risk assessment and management plan: and
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid

Hazard Identification and Risk

The Approved Provider will:

- provide a child-safe environment

The Nominated Supervisor will:

- Guide staff in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes
- Introduce preventive measures to eliminate the risk, or control measures to minimise the risk
- Review and analyse accident, injury, incident and 'near miss' data
- Collaborate with staff and educators to develop a first aid plan for our service (i.e identification of first aid qualified staff, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kit at the service, first aid contents checklist, response procedure following and incidence of illness or injury.

Educators and Staff will:

- regularly undertake risk assessments in the environment in order to plan safe experiences for the children

Administration of first aid to Children, Families, Staff and Visitors to the Medowie Gumnut Preschool

The Approved Provider will:

- ensure that there is always at least one first aid qualified educator on the premises at all times

The Nominated Supervisor will:

- ensure that enrolment records for each child include a consent form for the administration of first aid and the approved products to be used
- review and sign off on all documentation when first aid has been administered
- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility

In General:

- administration of first will be done in accordance with first aid training and undertaken by a qualified first aider
- as per the first aid plan, and in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness
- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/accident as soon as practicable after the incident
- the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent and guardian.

First Aid Supplies**The Approved Provider will ensure that:**

- the centre is supplies with an appropriate number of first aid kits for the number of children being educated and cared for by our service
- the first aid kits are suitably equipped, easily accessible and recognisable
- first aid kits are carried on field excursions

Educators and Staff will:

- ensure a first aid box checklist is kept in first aid kit
- staff will regularly monitor supplies and update stock as required
- discard and replace out of date stock

Documentation and Record Keeping

Educators and staff will:

- Complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the centre
- Ensure that a copy of the accident/incident report will be made available for parents/guardians upon request

The Approved Provider will:

- ensure records are confidentially stored for the specific period of time as required by the Regulation

Managing Serious Incidents

The Approved Provider will ensure:

- any serious incident occurring at the centre will be documented on SI01 Notification of serious incident form and reported to the Department of Education & Communities (DEC) within 24 hours.
- A copy of the incident report will be provided to the family as soon as possible
- Educators and staff are aware of the procedures around managing serious incidents

The Nominated Supervisor or Responsible Person will:

- notify parents of any serious incident
- arrange for medical intervention if required

Educators and Staff will:

- manage serious incidents as per this policy
- notify the Nominated Supervisor immediately after the serious incident has occurred

Resources

Early Childhood Australia: <http://www.earlychildhoodaustralia.org.au/>

The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>

Education and Care Services National Regulations 2018: <https://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

Last Reviewed: June 2018

Date for Next Review: June 2019