



## First Aid Policy

### Relevant Legislation

Education and Care Services National Regulations 2011: 85, 86, 87, 89,122,136,245.

NSW Occupational Health and Safety Act 2011.

Occupational Health and Safety Regulations 2012

Links to National Quality Standard:2.1.4

### Introduction

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.

Tathra preschool is committed to providing a safe and healthy environment for all. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. Educators are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

### Policy Goals

We will ensure:

- ❖ All educators, including casual staff, hold a senior first aid qualification;
- ❖ The teacher in charge and all permanently employed educators have completed approved Asthma and Anaphylaxis training;
- ❖ All children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification;
- ❖ All incidents will be documented and stored according to regulatory requirements; and
- ❖ A risk management approach to health and safety shall be adopted.
- ❖ That this policy is implemented in conjunction with the preschools ***Incident, Injury, Trauma and Illness Policy*** and ***Infectious Diseases Policy***.

## Strategies: what will we do?

### Professional development of staff and educators

#### 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 (from 1st January, 2013);
- All educators have undertaken current approved emergency asthma management training (from 1st January, 2013); and
- Employee induction includes an induction to the first aid policy.

#### 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 educators to develop 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 assessment

#### 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; and
- Collaborate with staff and educators to develop a first aid plan for the service, (i.e. contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury) ***Also see Incident, injury, trauma and illness Report***).

#### Educators and staff will:

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

## **Administration of first aid to children, families, staff and visitors to the 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 signed 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; and
- Dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

### **In general:**

- Administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider;
- As per the first aid procedure, 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; and
- 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 or guardian.

## **First aid procedures for a child transported to hospital**

- The first aider administers first aid to the injured child
- Educators to supervise the other children
- The first aider to delegate an educator to call 000 and then parents/caregivers
- Teacher in charge to assess and designate educators and staff accordingly.
- Enrolment form to accompany the child in the ambulance if unaccompanied by the parent/caregiver
- Educator to accompany the child if unaccompanied by parent/guardian where possible
- The first aider is responsible for handing over the child to the ambulance.

## **First aid supplies**

### **The Approved Provider will ensure that:**

- The preschool is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;

- The first aid kit is checked every term using *Tathra Preschools First Aid Box Checklist* to ensure it is fully stocked, and that all medications are within the expiry date
- The first aid kits are suitably equipped, easily accessible and recognisable; and
- First aid kits are carried on field excursions.

**Educators and staff will:**

- Ensure a first aid box checklist is kept in every first aid kit;
- Ensure a cold pack is kept in the freezer for the treatment of bruises and sprains.
- Ensure a designated staff will regularly monitor supplies and update stock as required; and
- 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 preschool; and
- Ensure that a copy of the accident/incident report will be made available for parents/guardians on request.

**The Approved Provider will:**

- Ensure records are confidentially stored for the specified period of time as required by the Regulation.

## Managing Serious incidents

**The Approved Provider will ensure:**

- Any serious incident occurring at the preschool will be documented on a SI01 Notification of serious incident form and reported to the Department of Education and Communities 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; and
- Arrange for medical intervention if required.

### **Educators and staff will:**

- Manage serious incidents as per this policy and the ***Incident ,Injury, Trauma and Illness Policy;***
  
- Notify the Nominated Supervisor immediately after the serious incident has occurred.

### **Policy Availability**

The first aid policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

### **Review**

Management and staff will monitor and review the effectiveness of the first aid policy regularly. Updated information will be incorporated as needed.

#### **Procedures and Forms**

- Enrolment Form.
- Enrolment and Orientation Procedures
- Enrolment handbook
- Individual Care Plans.
- First Aid Box check list
- Accident Plan.
- Accident, illness, trauma report
- Procedure for a child transported to hospital
- Emergency Contact Details all displayed.
- CPR chart displayed.
- Authority to Administer Self-administer medication Form
- Serious Injury Notification: go to Australian Children’s Services and Care Authority (ACECQA). To notify the regulatory authority using the form SI01 go to : [www.acecqa.gov.au](http://www.acecqa.gov.au) then send the completed form to [eccd@det.nsw.edu](mailto:eccd@det.nsw.edu)

#### **Links to other Policies**

- Enrolment Handbook
- Accidents, Emergencies and First Aid
- Confidentiality and Privacy policy
- Enrolment and Orientation
- Excursions
- Health Hygiene and Infection Control
- Illness
- Infectious Diseases
- Medication and Medical Conditions
- Acceptance and Refusal of Authorisations Policy.
- Staff induction and Orientation Policy
- Child Protection Policy

## Sources and References

Australian Children's Services and Care Authority (ACECQA). To notify the regulatory authority using the form SI01 go to : [www.acecqa.gov.au](http://www.acecqa.gov.au) then send the completed form to [ececd@det.nsw.edu](mailto:ececd@det.nsw.edu)

DEEWR (2009). Belonging Being and Becoming: The Early Years Learning Framework for Australia: [www.deewr.gov.au](http://www.deewr.gov.au).

Australian Children's Services and Care Authority Newsletter Issue No 8, 2012.

The Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011

Work Cover's 2001 Guide First Aid in the Workplace

Health and Safety in Children's Services Model Policies and Practices – 2nd Edition revised (2003)

Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care - 4th Edition (2006)

NSW Ministry of Health: [www.health.nsw.gov.au/](http://www.health.nsw.gov.au/)

National Health and Medical Research Council:

St John's Ambulance and Red Cross have valuable publications and resources

National Quality Standard:2.1.4

## Date Adopted

December 2012

## Review Date

2017 Updated 2017  
2021 Review or when  
procedure, practice or  
legislation changes.