

## First Aid Policy

Quality Area 2: Children's Health and Safety

### Policy Statement

This First Aid Policy, strategies and practices are designed to support educators to:

- Ensure that ill or injured persons are stabilised and comforted until medical help intervenes.
- Monitor ill or injured persons in the recovery stage.
- Apply further first aid strategies if the condition does not improve.
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.
- Ensure they fulfil their duty of care in relation to sick or injured persons and children within the preschool.

### Policy Goals

First aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff a duty of care to take positive steps towards maintaining the health and safety of each child.

## Strategies: What are we going to do

### First Aid Qualifications

In accordance with the National Regulations 136(1) \* The following persons are in attendance at any place where children are being educated and cared for by the preschool, and immediately available in an emergency, at all times that children are being educated and cared for by the preschool:

- (a) at least one staff member or one nominated supervisor of the preschool who holds a current approved first aid qualification.
- (b) at least one staff member or one nominated supervisor of the preschool who has undertaken current approved anaphylaxis management training.
- (c) at least one staff member or one nominated supervisor of the preschool who has undertaken current approved emergency asthma management training.

First Aid Qualifications undertaken by staff must appear on ACECQA's list of approved first aid qualifications and be awarded by registered training organisations (see Sources link).

- Copies of First Aid Qualifications will be stored in Staff Records.
- The Preschool informs children, families, and educators of those persons who hold first aid qualifications.

*(\*the above refers to centre-based services that are not located on a school site. For first aid requirements in school-based services, please refer to Regulation 136(2). For first aid requirements in family day care services, please refer to Regulation 136(3).)*

### **First Aid Action Response**

First aid is provided in response to unpredictable illness or injury. Teachers and Educators have an obligation to ensure parents and guardians are informed about first aid provided to their children.

### **The Need for an Ambulance**

An ambulance will be called when the following instances (but not limited to) occur to a person or child at the Preschool:

- Unconsciousness or an altered conscious state.
- Experiencing difficulty breathing.
- Showing signs of shock.
- Experiencing severe bleeding, or who is vomiting blood or passing blood.
- Slurred speech.
- Injuries to the head, neck or back.
- possible broken bones; and
- showing signs of asthma/allergic/anaphylactic reaction

## **Infection and Prevention Control**

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to:

- Cover cuts and abrasions with waterproof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids.
- Wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes.
- Wear a mask and eye protection where there is a risk of splashing blood or other body fluids.
- Remove any broken glass or sharp material with forceps or tongs and place in container.
- Wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

## **Poisons Information Centre**

The Poisons Information Centre telephone number 131 126 is displayed:

- Next to every telephone in the service.
- Where dangerous products are stored.

## **Role and Responsibilities**

### **Approved Provider will:**

- Ensure that every reasonable precaution is taken to protect children at the preschool from harm and hazards that are likely to cause injury (Section 167).

- Ensure that at least one staff member or one nominated supervisor of the preschool with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the preschool (Regulation 136). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.
- Appoint a staff member to be the nominated first aid officer.
- Advise families that a list of first aid and other health products used by the preschool is available for their information, and that first aid kits can be inspected on request.
- Provide and maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards.
- Provide and maintain a portable first aid kit that can be taken off-site for excursions and other activities.
- Ensure that first aid training details are recorded on each staff member's record.
- Ensure safety signs which identify the location of first aid kits are clearly displayed.
- Ensure 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.
- Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the preschool.
- Keep up to date with any changes in procedures for administration of first aid and ensure that all educators are informed of these changes.
- Notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident.

This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident.

**Nominated Supervisor will:**

- Ensure that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Law (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources).
- Ensure a portable first aid kit is taken on all excursions and other off-site activities.

**Nominated First Aid Officer:**

- Maintain a current approved first aid qualification.
- Monitor the contents of all first aid kits and arranging with the approved provider for replacement of stock, including when the use-by date has been reached.
- Disposing of out-of-date materials appropriately.
- Ensure a portable first aid kit is taken on all excursions and other off-site activities.
- Keep up to date with any changes in the procedures for the administration of first aid.

**Early Childhood 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 at least annually (in accordance with other service policies).

- 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.
- Notify the nominated supervisor six months prior to the expiration of their first aid, asthma, or anaphylaxis accredited training.
- Be aware of their duty of care responsibility.
- Have knowledge of and follow the administration of first aid policy at all times.

**Families will:**

- Provide the required information for the preschool's medication record.
- Provide written consent (via the enrolment record) for preschool staff to administer first aid and call an ambulance, if required.
- Being 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.
- Pay for any costs associated with an ambulance call out.

### **Monitor, Evaluation and Review**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this Policy every 3 years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the preschool will ensure that families of children enrolled at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the way in which fees are collected.

### Relevant Legislation

- Education and Care Services National Law Act 2010: Sections 167, 169
- Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245
- Work Health and Safety Act 2011
- Australian Child Protection Legislation

### Related Guidelines, Standards and Frameworks

- National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2, Element 2.1.2

### Sources and References

- ACECQA – [www.acecqa.gov.au/first-aid-qualifications-and-training](http://www.acecqa.gov.au/first-aid-qualifications-and-training)
- ACECQA's Guide to the National Quality Framework
- Australian Red Cross – [www.redcross.org.au](http://www.redcross.org.au)
- St John Ambulance Australia – [www.stjohn.org.au](http://www.stjohn.org.au)
- First aid in the workplace – [www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace](http://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace)
- 2021, Community Early Learning Australia (CELA).

### Updated

April 2024

### Review Date

2027 or when procedure, practice or legislation changes.