

	<b>Administration Of First Aid Policy</b>
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<b>Authorisation</b>	General Manager
<b>Expiry Date</b>	Policy to be reviewed Annually
<b>Responsible Officer</b>	Manager Evolve Early Learning & Kindergarten
<b>Policy Owner</b>	Evolve Early Learning & Kindergarten

## Policy

Evolve Early Learning & Kindergarten is committed to administering First Aid as necessary.

This policy should be read in conjunction with the following policies:

- Anaphylaxis Policy
- Asthma Policy
- Diabetes Policy
- Incident, Injury and Trauma Policy
- Medication Policy

## Scope

This policy applies to Management, Employees, Families, Children and Visitors who attend or visit the service of Evolve Early Learning & Kindergarten.

## National Quality Standards (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 Safety** - Each child is protected

**2.2.1 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.

## Background

First Aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic First Aid is particularly important in the context of an early childhood service where staff have a Duty of Care and obligation to assist children who are injured, become ill or require support with administration of medication.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm. The *Education and Care Services National Regulations 2011* state that an Approved Provider must ensure that at least one educator with current Approved First Aid qualifications, Anaphylaxis Management and Asthma Management is in attendance and immediately available at all times that children are being educated and cared for by the service.

Under the *Education and Care Services National Law Act 2010*, the Australian Children's Education & Care Quality Authority (ACECQA) are required to publish lists of Approved First Aid qualifications. All employees are required at Evolve Early Learning and Kindergarten to have current, approved and up to date First Aid Qualifications.

These lists are available at [www.acecqa.gov.au/qualifications/approved-first-aid-qualifications](http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications)

### **Education and Care National Regulations:**

- Meaning of serious incident (National Regulations 12)
- Incident, injury, trauma and illness policies and procedures (National Regulations 85)
- Notification to parents of incident, injury, trauma and illness (National Regulations 86)
- Incident, injury, trauma and illness record (National Regulations 87)
- Infectious diseases (National Regulations 88)
- First Aid Kits (National Regulations 89)
- Emergency and evacuation procedures (National Regulations 97)
- Authorisations to be kept in enrolment record (National Regulations 161)
- Health information to be kept in enrolment record (National Regulations 162)
- Education and care service must have policies and procedures (National Regulations 168)
- Prescribed information to be notified to Regulatory Authority (National Regulations 174)
- Time to notify certain information to Regulatory Authorisation (National Regulations 176)

## Responsibility/Accountability:

The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Centre manager and the Educators:

- We will ensure every reasonable precaution is taken to protect children at Evolve Early Learning and Kindergarten from harm and hazards that are likely to cause injury
- Ensuring fully equipped First Aid Kits that meet Australian standards are up to date and maintained at all times - replacing stock, and ensuring use by dates are followed
- Ensuring a portable First Aid Kit is available for all excursions and other offsite activities refer to *Excursions and Service Events Policy*
- All First Aid signs are clearly displayed showing the location of kits throughout the centre
- At all times one Educator will have current approved First Aid qualifications, Anaphylaxis and Asthma management training and available immediately at all times
- We will provide training in house for the administration of an auto-injection device annually and document on staff files
- Educators respond to assist other Educators when dealing with a serious incident, trauma
- Appointing a nominated first aid officer / OH&S. This is a legislative requirement where there are 10 or more employees
- Conducting 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
- Ensuring that First Aid training details recorded on each staff member's record are current and up to date
- 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
- Ensuring that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the *Incident, Injury, Trauma and Illness Record*
- Ensuring that staff are offered support and debriefing following a Serious Incident requiring the administration of First Aid
- Ensuring a Resuscitation Flowchart is displayed in a prominent position in the indoor and outdoor environments of the service
- Ensuring where there any changes in procedures for administration of First Aid, all educators are informed of these changes

- Any First aid administered must be recorded on the Incident, Injury and Illness Record

### **Parents/guardians are responsible for:**

- Providing the required information for the service's Medication Record
- Providing written consent (via the enrolment form) for service 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 form, in the event of an incident requiring the administration of First Aid
- Volunteers and students, while at the service, are responsible for following this policy and its procedures

### **References, Sources, Links to Legislation and Other Documents**

Please refer to Reference and Sources page.

### **Related service policies:**

*Administration of Medication Policy*

*Anaphylaxis Policy*

*Asthma Policy*

*Dealing with Medical Conditions*

*Emergency and Evacuation Policy*

*Excursions and Service Events Policy*

*Incident, Injury, Trauma and Illness Policy*

*Staffing Policy*

Attachments - Refer to Administration of First Aid Procedure

Attachment 1 - Evolve Early Education & Kindergarten Risk Assessment

# ADMINISTRATION OF FIRST AID PROCEDURE

## Purpose

This procedure provides a process for:

- Providing a safe and healthy environment for all children, educators, and others attending the service
- Providing a clear set of guidelines in relation to the administration of First Aid at the service
- Ensuring that the service has the capacity to deliver current Approved First Aid, as required.

## Procedure

### In terms of First Aid Training

- All educators are required to undertake Approved First Aid training as part of their conditions of employment to ensure complete and appropriate care of all is maintained.
- Educators will undergo First Aid training as part of their condition of employment. Educators are responsible to renew their certificates as required.

### In terms of First Aid Kits

- A fully stocked and updated First Aid Kit will be kept in the identifiable, designated locked and secured place in the service. Educators are to ensure that the First Aid Kit is updated and easily accessible to all adults and kept inaccessible to the children.
- A separate First Aid Kit for travelling will also be maintained and taken on excursions.
- It is the responsibility of all Educators to ensure that First Aid Kits are regularly maintained e.g. fully stocked and items kept within expiry date.
- It is also an expectation of Educators to inform the appropriate person in charge of any low stock in the First Aid Kit.

### In terms of Administering First Aid

- Educators with a First Aid qualification will recognise an emergency and can give First Aid to an injured or ill person until an ambulance arrives. This will include the First Aid method of DRSABCD (Danger, Response, Send, Airway, Breathing, CPR, and Defibrillation).

### In terms of documenting a First Aid Incident

- The educator/staff must keep accident, injury, illness and trauma records for children in care, documenting relevant information regarding the administration of First Aid and comments relating to children's health/wellbeing. Records must contain information outlined in the National Regulations depending on the service type.

### **In terms of reporting the Administration of First Aid to parents/guardians**

- The parent/guardian of the child will be contacted to inform them of an injury/illness which requires First Aid after seeking emergency assistance (if required)
- If the child has been taken to the hospital by the ambulance, inform the parent/guardian of the hospital the child has been taken to, and the time of departure
- Direct all questions and concerns of the parent/guardian regarding the child's health to the hospital
- Only give the parent/guardian the facts of the situation
- Contact the Centre Manager & Approved provider to inform of the situation
- If a child becomes ill and requires First Aid whilst in care at the service, educators will notify the parent/guardian and/or authorised person, to ensure collection of the child as soon as possible
- Children cannot stay or return to the service as long as symptoms persist and are visible. This is to support the needs of the child who is unwell, as well as to prevent the spread of infection to other children and educators at the service.