



2.17 Managing Emergencies & Administration of First Aid Policy

QUALITY AREA 2: Children's Health and Safety

Aim

Bellinghen Preschool will plan for and respond effectively to accidents and medical emergencies

Background:

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.

Bellinghen 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.

Relevant Legislation:

- Education and Care Services National Regulations 2011: 77, 78, 79, 80
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

Links to National Quality Standard

- **2.1.2** Effective illness and injury management and hygiene practices are promoted and implemented
- **2.2.2** Plans to effectively management incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

Key Resources:

- Community Child Care Cooperative, First Aid Policy 2015
- ACECQA, www.acecqa.gov.au/First-aid-qualifications-and-training
- Australian Red Cross, www.redcross.org.au
- First aid in the workplace, www.workcover.nsw.gov.au/health-and-safety
- St John's Ambulance Australia (NSW), www.stjohnnsw.com.au

Goals

We will ensure:

- all permanent educators hold a first aid qualification acquired through an approved provider as deemed so by ACECQA (see sources link);
- all staff have copies of First Aid Qualifications stored in Staff Records;
- 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 families, children & educators are aware of who holds these first aid qualifications;
- all incidents will be documented and stored according to regulatory requirements
- a risk management approach to health and safety shall be adopted.

First Aid Action Response

Generally first aid is provided in response to unpredictable illness or injury.

Education and childcare workers have an obligation to ensure families are informed about first aid provided to their children.

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 service.

- ▶ 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, and
- ▶ Possible broken bones.

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 water proof occlusive dressing to avoid contamination or 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 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; and
- ▶ Wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry

Poisons Information Centre

The **Poisons Information Centre** telephone number 131 126 is displayed:

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

Practices:

Approved Provider will:

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- Ensuring that at least one educator with current approved first aid qualifications (refer to Definitions) is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136(1) (a)). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.
- Advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request.
- Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities.
- Ensuring that first aid training details are recorded on each staff member's record.
- Ensuring safety signs showing the location of first aid kits are clearly displayed.
- 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 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.

Educators/ Certified Supervisors will:

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

Policy reviewed April 2012

Policy reviewed May 2016

Policy reviewed July 2018

Date endorsed 18th July 2018

Date to be reviewed Jul 2021



FIRST AID KIT - INDOOR

CONTENTS	Quantity	Expiry Date
Instructions for providing first aid including CPR flow chart		
Note book and pencil		
Resuscitation face shield		
Disposable nitrile examination gloves	3 pairs	
Gauze pieces 7.5 x 7.5 sterile (5 per pack)	5 packs	01/18 & 09/19
Saline (15ml)	8	
Wound cleansing wipe (single use)	10	
Adhesive dressing strips - plastic or fabric (packet of 50)	2	02/19
Splinter probes (single use, disposable)	10	
Tweezer/forceps	1	
Non-adherent wound dressing/pad 5x5 cm (small)	6	02/19
Non-adherent wound dressing/pad 10 x 10 cm (medium)	2	09/17
Non-adherent wound dressing/pad 20 x 10 cm (large)	2	12/17
Conforming cotton bandage, 5cm width	2	03/19
Conforming cotton bandage, 7.5cm width	2	04/19
Crepe bandage 10cm (for serious bleeding and pressure application)	1	04/19
Scissors	1	
Non-stretch, hypoallergenic adhesive tape - 2.5cm wide roll	1	
Safety pins	11	
BPC wound dressings No.13, small	2	
BPC wound dressings No.15, large	2	
Dressing - Combine Pad 9 x 20cm	2	03/17
Dressing - Combine Pad 10 x 20cm	2	03/17
Plastic bags - clip seal	4	
Triangular bandage (calico or cotton minimum width 90cm)	4	
Emergency rescue blanket (for shock or hypothermia)	1	
Eye pad (single use)	5	03/18
Instant ice pack (for treatment of soft tissue injuries and some stings)	1	05/18



FIRST AID KIT - TRAVEL

CONTENTS	Quantity	Expiry Date
Instructions for providing first aid		
Note book and pencil		
Resuscitation face shield	1	
Disposable nitrile examination gloves	1 pair	
Gauze pieces 7.5 x 7.5cm sterile (5 pack)	3 packs	
Saline (15ml)	3	
Wound Cleansing wipe (single use)	4	
Adhesive dressing strips - plastic or fabric	1	10/19
Splinter probes (single use)	3	
Tweezer/forceps	1	
Non-adherent wound dressing/pad 7.5 x 7.5cm (medium)	1	08/17
Conforming cotton bandage, 7.5cm width	1	08/17
Scissors	1	
Non-stretch, hypoallergenic adhesive tape - 2.5cm wide roll	1	
Surgical tape 2.5cm x 9	1	
Safety pins	10	
BPC wound dressings No.15, large	1	07/17
Plastic bags - clip seal	2	
Triangular bandage (calico or cotton minimum width 90cm)	1	08/17
Emergency rescue blanket (for shock or hypothermia)	1	