



## 2.17 Administration of First Aid Policy

### QUALITY AREA 2: Children's Health and Safety

#### Policy Statement

Bellinghen Community 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, colleagues, and visitors in providing a safe and healthy environment and an appropriate First Aid response.

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident, 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.

The Education and Care Services National Regulations require approved providers to have policies and procedures in place in relation to the administration of first aid. Under the Education and Care Services National Regulations our school must ensure that policies and procedures are in place for the administration of first aid (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

## Legislative requirements

Section 167	Offence relating to protection of children from harm and hazards
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parent of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical conditions policy
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement – anaphylaxis or asthma emergency
101	Conduct of risk assessment for excursion
102C	Conduct of risk assessment for transporting of children by the education and care service
136	Notification of change to policies or procedures
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and Care Services must have policies and procedures
169	Additional policies and procedures – family day care service
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

<b>Quality Area 1: Educational program and practice</b>		
<b>1.1.3</b>	<b>Program learning opportunities</b>	<b>All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.</b>

<b>Quality Area 2: Children's Health and Safety</b>		
<b>2.1.2</b>	<b>Supervision</b>	<b>At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.</b>
<b>2.2.2</b>	<b>Incident and emergency management</b>	<b>Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.</b>

### **Practices**

A proactive approach to risk management will be applied at Belling Community Preschool to avoid accidents and incidents. This includes, but is not limited to, effective supervision, Risk Management plans, regular educator communication into WHS issues, training, our educational program and communication with children and families and our daily safety checks. We create opportunities for children to learn and develop. This includes incorporating health and safety learning opportunities and boundaries into the educational program and daily interactions.

All educators teaching at Belling Community Preschool hold current approved first aid qualifications and have undertaken current approved anaphylaxis and asthma management training. These records are stored in the office in Staff records.

Any children, staff, families and visitors who are involved in accidents and incidents whilst at Belling Community Preschool will be administered First Aid according to guidelines and recommended practices of a first aid qualification. Communication with families includes disclosure of who has First Aid qualifications at our school on our teaching staff display board.

All incidents requiring First Aid will be documented in the incident, trauma and illness record and stored in the office filing cabinet. See Incident, Trauma and Illness Policy.

First Aid Training is paid for and organised by Belling Community Preschool.

### **First Aid Action Response**

First aid is provided in response to unpredictable illness or injury.

Early Childhood Education professionals have an obligation to ensure families are informed about first aid provided to their children and do so via verbal communication upon collection of the child, or a phone call if the incident or injury is more serious. The application of First Aid is also communicated in writing by completing an incident, trauma and illness record, which the parent must read and sign within 24 hours.

## 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.

Educators will call an Ambulance wherever it is deemed necessary, erring on the side of caution.

## Infection and Prevention Control

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

- Wear protective gloves when in contact with body fluids.
- Clean and cover cuts and abrasions with waterproof occlusive dressing to avoid contamination or cuts/abrasions with another person's blood and/or body fluids.
- If within the scope of First Aid application, 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. Apply Hand sanitiser.

## Poisons Information Centre

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

- Next to telephone in the office
- In the Kitchen Hazardous Materials pantry (Lockable).

### Key Resources:

- ACECQA Policy Guidelines 2021
- ACECQA, [www.acecqa.gov.au/First-aid-qualifications-and-training](http://www.acecqa.gov.au/First-aid-qualifications-and-training)
- First aid in the workplace, [www.workcover.nsw.gov.au/health-and-safety](http://www.workcover.nsw.gov.au/health-and-safety)
- St John's Ambulance Australia (NSW), [www.stjohnnsw.com.au](http://www.stjohnnsw.com.au)

**Approved Provider will:**

- 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.
- Must 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:**

- Ensuring 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).
- Ensuring a portable first aid kit is taken on all excursions and other off-site activities.

**Educators will:**

- Implementing appropriate first aid procedures when necessary. Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required.
- Practicing CPR and administration of an auto-injection device at least annually (in accordance with other service policies).
- Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.
- Ensuring that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma, and illness record.
- Notifying the nominated supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training.

**Families will:**

- Providing the required information for the service's medication record.
- Providing written consent (via the enrolment record) 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 record, in the event of an incident requiring the administration of first aid.
- Paying for any costs associated with an ambulance call out

## Monitoring, 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 service 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 service will ensure that families of children enrolled at the service 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 service; a family's ability to utilise the service; the fees charged or the way in which fees are collected

## Review

POLICY REVIEWED	AUGUST 2021	NEXT REVIEW DATE	AUGUST 2024
<b>MODIFICATIONS</b>	<ul style="list-style-type: none"><li>• More contextualising to our service</li><li>• Philosophical alignment</li><li>• Addition of Regulatory Links</li><li>• ACECQA Policy Guidelines suggestions</li><li>• Review of First Aid Kit Placement.</li></ul>		