

# First Aid Policy and Procedure

## Introduction

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

## Policy

The First Aid Policy, responsibilities and procedures 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 of the person does not improve
- ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.
- ensure that all primary care staff hold an ACECQA recognised first aid qualification;
- ensure that any first aid treatments administered will be done so according to current guidelines and recommended practices of a first aid qualification;
- document and store records of all incidents according to regulatory requirements; and
- adopt a risk management approach to health and safety.

## Definitions

Term	Definition
First Aid	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.
Risk Management	Risk management is when organisations and their staff identify and evaluate risks as a means of reducing injury to children, staff members, families and visitors within the organisation. Staff work proactively and reactively to either prevent incidents or to minimise the damages following an event.
First Aid Qualification	The National Regulations outline the mandatory requirements for services in relation to First Aid qualifications, anaphylaxis management training and emergency asthma management training (centre-based services - regulation 136(1)).

## Definitions

This policy applies to all Children's Services staff. The term staff includes casuals and volunteers

**Responsible**

Responsibilities for the policy are:

Person	Responsible for
Approved Provider	<ul style="list-style-type: none"> <li>• 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).</li> <li>• The approved provider of a centre-based service must ensure that the following qualified people are at all times in attendance at any place children are being educated and cared for by the service and are immediately available in an emergency: <ul style="list-style-type: none"> <li>- At least one staff member or one nominated supervisor of the service who holds a current ACECQA approved First Aid qualification</li> <li>- At least one staff member or one nominated supervisor of the service who has undertaken current ACECQA approved anaphylaxis management training</li> <li>- At least one staff member or one nominated supervisor of the service who has undertaken current ACECQA approved emergency asthma management training.</li> </ul> </li> <li>• Ensuring staff with current ACECQA approved qualifications are on duty at all times and immediately available in an emergency. One staff member may hold one or more of the above qualifications.</li> <li>• 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.</li> <li>• Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.</li> <li>• Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities.</li> <li>• Ensuring that first aid training details are recorded on each staff member's record.</li> <li>• Ensuring safety signs showing the location of first aid kits are clearly displayed.</li> <li>• 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.</li> <li>• Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.</li> <li>• Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.</li> <li>• Ensuring that educators and staff are aware of the procedures around managing serious incidents.</li> <li>• Notifying 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.</li> <li>• Providing a copy of the incident report to the family as soon as possible.</li> <li>• Ensuring records are confidentially stored for the specified period of time as required by the Regulation.</li> <li>• Ensuring that the Poisons Information Centre telephone number (131 126) is displayed next to every telephone in the service and where dangerous products are stored.</li> </ul>

Nominated Supervisor	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Storing copies of First Aid Qualifications in staff records.</li> <li>• Informing children, families, and educators of those persons who hold first aid qualifications.</li> <li>• Ensuring a portable first aid kit is taken on all excursions and other off-site activities.</li> <li>• Ensuring that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used.</li> <li>• Reviewing and signing off on all documentation when first aid has been administered.</li> <li>• Notifying parents of any serious incident.</li> <li>• Arranging for medical intervention if required.</li> </ul>
Educators and staff	<ul style="list-style-type: none"> <li>• Implementing appropriate first aid procedures when necessary.</li> <li>• Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required.</li> <li>• Practising CPR and administration of an auto-injection device at least annually (in accordance with other service policies).</li> <li>• Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.</li> <li>• Ensuring that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record.</li> <li>• Monitoring the contents of all first aid kits and arranging with the Nominated Supervisor for replacement of stock, including when the use-by date has been reached.</li> <li>• Disposing of out-of-date materials appropriately.</li> <li>• Ensuring a portable first aid kit is taken on all excursions and other off-site activities.</li> <li>• Keeping up to date with any changes in the procedures for the administration of first aid.</li> <li>• Managing serious incidents as per this policy.</li> <li>• Notifying the Nominated Supervisor and/or responsible person immediately after the serious incident has occurred.</li> </ul>
Families	<ul style="list-style-type: none"> <li>• Providing the required information for the service's medication records.</li> <li>• Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required.</li> <li>• 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.</li> <li>• Paying for any costs associated with an ambulance call out.</li> </ul>

### Related documents

Resource	Details
Early Years Learning Framework	<ul style="list-style-type: none"> <li>Outcome 1: Children feel safe, secure, and supported</li> </ul>
National Quality Framework and Standards	<ul style="list-style-type: none"> <li>National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2, 2.1.2</li> </ul>
Statutory Legislation & Considerations	<ul style="list-style-type: none"> <li>Education and Care Services National Law Act 2010: Sections 167, 169</li> <li>Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 137(1)(e), 68(2)(a), 245</li> <li>Work Health and Safety Act 2011</li> <li>Children and Young Persons (Care &amp; Protection) Act 1998</li> </ul>
Resources	<ul style="list-style-type: none"> <li>ACECQA – <a href="http://www.acecqa.gov.au/first-aid-qualifications-and-training">www.acecqa.gov.au/first-aid-qualifications-and-training</a></li> <li>Guide to the National Law and National Regulations</li> <li>Australian Red Cross – <a href="http://www.redcross.org.au">www.redcross.org.au</a></li> <li>St John Ambulance Australia (NSW) <a href="http://www.stjohnnsw.com.au">www.stjohnnsw.com.au</a></li> <li>First aid in the workplace - <a href="http://www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety/first-aid">www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety/first-aid</a></li> </ul>
Policies	<ul style="list-style-type: none"> <li>Excursion Policy and Procedure</li> <li>Incident, Illness, Trauma and Injury Policy and Procedure</li> <li>Archiving and Retention of Non-Current Records Policy and Procedure</li> <li>Induction Policy and Procedure</li> </ul>

### Procedure for a First Aid Action Response

Step	Action
1	Administration of first aid will be completed in accordance with first aid training and be undertaken by a qualified first aider.
2	Where possible first aid will be administered by the person who has witnessed the incident/injury/illness.
3	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 the parent or guardian.
4	The nominated supervisor and/or responsible person and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident.
5	A copy of the completed Incident, Injury, Trauma and Illness Record report will be made available for parents/guardians to review/ask any questions. Parents/guardians to sign and date the original copy. The original signed copy will be stored on the child's file.
6	A copy of the Medication Administration Record will be provided to the child's family to review, sign and date (if medication was administered to the child) as a first aid response.

### Procedure to assess the need for an ambulance

Step	Action
1	<p>An ambulance will be called when the following instances (but not limited to) occur to a person or child at the service who:</p> <ul style="list-style-type: none"> <li>Is unconscious or in an altered conscious state;</li> <li>Is experiencing difficulty breathing;</li> <li>Is showing signs of shock;</li> <li>Is experiencing severe bleeding, or who is vomiting blood or passing blood;</li> <li>Using slurred speech;</li> <li>Has injuries to the head, neck or back; and possible broken bones.</li> </ul>

### Procedure for infection prevention and Control

Step	Action
1	<p>Adequate infection and prevention control must always be practiced when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to:</p> <ul style="list-style-type: none"> <li>• Cover cuts and abrasions with waterproof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids;</li> <li>• Wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes;</li> <li>• Wear a mask and eye protection where there is a risk of splashing blood or other body fluids;</li> <li>• Remove any broken glass or sharp material with forceps or tongs and place in container; and</li> <li>• Wash hands thoroughly after direct contact with the injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.</li> </ul>

### Document control

Element	Details
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