

Administration of First Aid

Preschool



Introduction	<p>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 children in our care.</p>
Outcome Area	<p>National Quality Standard, Quality Area 2 – Children’s Health and Safety</p>
Eligibility	<p>This policy applies to all Children’s Services educators and staff. The term staff includes casuals, volunteers and students.</p>
Policy	<p>The First Aid Policy is designed to support educators and staff to:</p> <ul style="list-style-type: none"> • Ensure that ill or injured persons are stabilised and comforted until medical help commences • Continue to 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 person holding a current first aid qualification • Document and store records of all incidents according to regulatory requirements • Adopt a risk management approach to health and safety.
Strategies	<p><u>First Aid Qualifications</u></p> <p>In accordance with the National Regulations 136 (1)</p> <ul style="list-style-type: none"> - The following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service: <ol style="list-style-type: none"> a) At least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification b) At least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training c) At least one staff member or one nominated supervisor of the service 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. - Copies of First Aid Qualification will be stored in staff records. - The service informs children, families and educators of those persons who hold first aid qualifications. <p><u>First Aid Response</u></p> <p>First aid is provided in response to unpredictable illness or injury in general. Education and childcare workers have an obligation to ensure parents and guardians are informed about all instances of first aid intervention/ support provided to their children. This advice is required on the day that the first aid is administered.</p>

Strategies

Continued

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 service:

- Unconscious or an altered conscious state
- Experiencing difficulty breathing
- Showing signs of shock
- Experiencing severe bleeding, or who is vomiting or passing blood
- Slurred speech
- Injuries to the head, neck or back
- Possible broken bones
- Possible dislocation
- Showing signs of severe allergy or anaphylaxis

Infection and Prevention Control

Adequate infection and prevention control must be practised 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 bodily fluids
- Wear protective gloves when in contact with bodily fluids and/or non-intact skin and/or 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 a container
- Wash hands thoroughly after direct contact with injured person or blood/bodily fluids with warm soapy water, rinse, dry and sanitise hands using alcohol-based hand rub or gel.

Poisons Information Centre

The Poisons Information Centre telephone number is 131 126 and is displayed next to/ near every telephone in the service.

Roles and Responsibilities

Approved Provider

- 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 staff member or one nominated supervisor of the service 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 service (regulation 136). As also required under the Regulations, this can be the same person who has accredited anaphylaxis management training and emergency asthma management training.
- Appointing a staff member to be the nominated First Aid officer
- 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 off-site for excursions and other activities
- Ensuring that first aid training details are recorded on each staff member's records and are stored against their individual employee file
- 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 regarding 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

	<ul style="list-style-type: none"> • Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes • 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 became aware of the incident. <p><u>Nominated Supervisor</u></p> <ul style="list-style-type: none"> • Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the regulations of the National Regulations (regulation 137) and are approved by ACECQA. • Ensuring a portable first aid kit is taken on all excursions and other off-site activities. <p><u>Nominated First Aid Officer</u></p> <ul style="list-style-type: none"> • Maintaining a current approved first aid qualification • Monitoring 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 • Ensuring a portable first aid kit is taken on all excursions and other off site activities • Keeping up to date with any changes in the procedures for the administration of first aid. <p><u>Early Childhood Educators</u></p> <ul style="list-style-type: none"> • 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 within the Preschool per annum (as a minimum requirement) and within a designated space with other Educators • Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an accident or experiencing trauma • Ensuring that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness record for that child • Notifying the Nominated Supervisor 3 months prior to the expiration of their first aid, asthma or anaphylaxis training. <p><u>Families</u></p> <ul style="list-style-type: none"> • 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.
<p>Related Legislation, Standards, Documents</p>	<p><u>Legislation</u></p> <ul style="list-style-type: none"> - Educational and Care Services National Law Act 2010; Sections 167 and 169 - Educational and Care Services National Regulations 2011; Regulations 87, 89, 136, 137(1). 168(2), 245 - Work Health and Safety Act 2011 - Australian Child Protection Legislation - Children and Young Persons (Care & Protection) Act 1998 <p><u>National Standards</u></p> <ul style="list-style-type: none"> - Standard 2.2; Element 2.1.2 <p><u>Sources</u></p> <ul style="list-style-type: none"> - ACECQA – www.acecqa.gov.au/first-aid-qualification-and-training - ACECQA’s Guide to the National Quality Framework - Australian Red Cross – www.redcross.org.au - St Johns Ambulance Australia – www.stjohn.org.au

	<p>- First Aid in the Workplace – www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace</p>
<p>Review</p>	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>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.</p> <p>This policy is owned by: Preschool</p> <p>Policy updated on: 18 January 2023 Policy updated by: Director, Preschool Version number: 1.2 This version approved by: GM, Service Quality, Risk and Compliance This document can be viewed on: SharePoint, Learning Links Preschool Website</p> <p>Policy due for review: 18 January 2025</p>