

2.20 FIRST AID POLICY

INTRODUCTION

The First Aid Policy, strategies and practices 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 does not improve – as far as their training in First Aid advises.
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.

PURPOSE

First aid can preserve life, prevent a condition worsening and promote recovery. 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 to take positive steps towards maintaining the health and safety of each child.

STRATEGIES

First Aid Qualifications

- 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 educated and cared for by the service:
 - a) At least one educator who holds a current approved first aid qualification
 - b) At least one educator who has undertaken current approved anaphylaxis management training
 - c) At least one educator who has undertaken current approved emergency asthma management training
- First aid qualifications must be acquired through an approved provider as deemed so by ACECQA (acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training)
- Copies of First Aid Qualifications will be stored in staff records, and staff are aware of each other's training.
- The school informs families of those persons who hold First Aid qualifications.

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 parents and guardians are informed about first aid provided to their children.

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 who is:

- unconscious 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
- 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, according to first aid training, to avoid contamination of 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 a mask and eye protection (if possible) where there is a risk of splashing blood or other body fluids.
- wash hands thoroughly after direct contact with injured person or blood/body fluids with soap and water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

Poisons Information Centre

The Poisons information Centre telephone number is 131 126 and is displayed in the office and next to the telephone charger.

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 Children (Education and Care Services) National Law Section 167.
- Ensuring that at least one educator 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 (1)(a)). This can be the same person who has anaphylaxis management training, also required under the Regulations.
- Providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet 'Respond First Aid' guidelines.
- Providing and maintaining a portable first aid kit that can be taken offsite for excursions and emergencies.
- Ensuring that First Aid training details are recorded in each staff member's file.

- Ensuring safety signs showing the location of first aid kits are clearly displayed.
- Ensuring there is an induction process for new 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 notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident.

Nominated Supervisor

- 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 (Reg 137), and are approved by ACECQA(acecqa.gov.au/qualifications/requirements/first-aid-qualification-training)
- 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.
- Ensure all first Aid qualifications are valid and provide training where applicable.

Early Childhood Educators

- Implementing appropriate First Aid procedures when necessary.
- Maintaining current approved First Aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required.
- Practising administration of an auto-injection device at least annually.
- Monitoring the contents of all first aid kits (a full audit completed termly) and arranging with the appropriate provider for replacement of stock, including when the expiry date has been reached.
- Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an accident 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.

Families

- Providing the required information for the service's medication record.
- Providing written consent (via the enrolment confidential form) for service staff to administer first aid and call an ambulance and transport in 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 school will review this policy every two years.

Family and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the school will ensure that families of children enrolled at the school are notified at least 14 days before making any change to a policy or procedure that may have a significant impact on the provision of education and care to any child enrolled at the school, a family's ability to utilise the school, the fees charged or the ways in which fees are collected.

Relevant Legislation	Education and Care Services National Regulations 2011. Reg. 87, 89, 136, 137(1)(e), 168(2)(a)(iv) Children (Education and Care Services National Law Application) Act 2010 Section 167, 169
Related to NQS QA	2.1
Sources & Further Reading	Policy adapted from Community Early Learning Australia Australian Children's Education and Care Quality Authority (acecqa.gov.au) Respond first Aid, Allen's Training RTO 90909

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
November 2021	Checked regulations, updated copy	2023