Administration of First Aid Policy

Policy Statement

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. The ECEC 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 at the ECEC are aware of their duty of care to children, families, other staff and visitors in providing appropriate first aid treatment.

Rationale

All children, educators, families and visitors in the ECEC who are involved in accidents and incidents and require first aid to be administered, will have it attended to as per the guidelines and the recommended practices of a first aid qualification. All incidents will be documented and stored according to regulatory requirements and a risk management approach to health and safety shall be adopted. The capacity to provide prompt basic first aid is particularly important in the context of early childhood where staff have a duty of care to take positive steps towards maintaining the health and safety of each child.

Strategies

The Nominated Supervisor will:

- Ensure that every reasonable precaution is taken to protect children at the ECEC from harm and hazards that are likely to cause injury.
- Ensure that educators hold an approved current first aid qualification including asthma and anaphylaxis training and update this as required. Store a copy of the educator's first aid qualification in the staff record folder.
- Ensure a first aid qualified educator is on the premises at all times.
- Dial 000 for an ambulance if needed.
- Call School Nurse if necessary.
- Liaise with school clinic as needed.
- Provide and maintain an appropriate number of up to date, fully equipped first aid kits. Liaise with the school clinic when reviews are due, or when any ordering of medical products is required in the ECEC first aid kits.
- Oversee that required important internal and external phone numbers are displayed near the phones located in each room. Include the Poisons Help Line 131 126.
- Ensure first aid kits are easy to locate and access when required.
- Ensure educators have a small first aid kit in each emergency backpack which is taken with the educators and group of children during routine outings to the school campus.
- Routinely check that the St Johns 'Quick First Aid Guide' or equivalent are accessible to staff to assist them in their understanding and administration of first aid.

- Routinely check there is resuscitation flow charts displayed in prominent positions in the indoor and outdoor environments.
- As part of the induction process for all new staff, and casual, include information which provides the location of first aid kits and specific first aid requirements.
- Ensure that first aid training details are recorded in the staff records file including when they are due to complete refresh training.
- Oversee that accidents and injuries occurring are reflected on and when required, strategies or changes are made.
- Keep up to date with any changes in procedures of administration of first aid ensuring that all educators are informed of these changes.
- Notify the regulatory authority of any serious incident as soon as possible and within 24 hours.

Educators will:

- Ensure their first aid certificates are up to date.
- Ensure their asthma and anaphylaxis training is up to date.
- Apply appropriate first aid for the situation.
- Complete an accident form once the child has been cared for. Ensure the original copy is signed and kept at the ECEC. Offer a copy to the families.
- Oversee all children are adequately supervised while providing first aid and comfort for a child involved in an incident.
- Notify the Nominated Supervisor when there are items in the first aid box running low or if any medication become close to being out of date.
- Refer to St Johns 'Quick First Aid Guide' or equivalent located in each first aid box if necessary.
- Dial 000 for an ambulance if needed.
- Call School Nurse if necessary.
- Notify parents if a child has been involved in an injury involving their head or if it is a serious incident.
- Provide a mild head injury fact sheet to families for an incident or injury involving a child's head.

Families will:

- Provide the appropriate information to educators in regard to their child's health including any medications that are taken.
- Provide written consent via the enrolment form for the ECEC educators to administer first aid and call an ambulance, if required.
- Be contactable either directly or through emergency contacts listed on their child's enrolment form, in the event of an incident requiring the administration of first aid.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

NSW Department of Health www.health.nsw.gov.au

Staying Healthy in Childcare 6th Edition

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

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