

D-9 First Aid

National Quality Standards (NQS)

2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
5.1.2	Dignity and rights of every child are maintained

Education and Care Services National Regulations

Reg. 12	Meaning of serious incident
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 86	Notification to parents of incident, injury, trauma and illness
Reg. 87	Incident, injury, trauma and illness record
Reg. 88	Infectious diseases
Reg. 89	First aid kits
Reg. 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg. 136	First aid qualifications
Reg. 168	Education and care service must have policies and procedures

My Time, Our Place

1.1	Children Feel Safe, Secure and Supported
-----	--

Policy Statement

We believe first aid equipment and facilities should be available to all staff, children and visitors to the service and whilst off site (e.g. vacation care excursions). All staff will be required to undertake first aid training as part of their conditions of employment to ensure full and proper care of all is maintained.

Related Policies

- Acceptance and Refusal of Authorisations Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Conditions of Employment Policy

- Dealing with Medical Conditions Policy
- Excursions Policy
- Hygiene Policy
- Indoor and Outdoor Environment Policy
- Maintenance of Records Policy
- Management of Incident, Injury and Trauma Policy
- Privacy and Confidentiality Policy
- Relief Staff Policy
- Staff Orientation and Induction Policy
- Volunteers / Students / Visitors Policy

Procedure

The Nominated Supervisor is responsible for ensuring that there is at least one person on every shift who holds current accredited first aid training, including asthma management and responding to an anaphylaxis emergency.

Staff are required to undergo CPR and first aid training as part of their conditions of employment. These will be renewed as appropriate, i.e. annually for CPR and every 3 years for first aid.

The service will allocate funds in the budget for the cost of all staff to complete first aid training and renewals.

A current first aid certificate or willingness to undergo training will be advertised for all new positions.

A fully stocked and updated first aid kit is kept in the Office. There are multiple first aid kits to be used in all areas, at all times during a session. This is easily accessible to all staff and kept inaccessible to children. Separate portable first aid kits are kept and maintained for onsite and offsite activities (e.g. outdoor play, using alternate spaces within the school grounds, vacation care, excursions etc.). First aid kits will collectively contain the minimum equipment as recommended by Safe Work Australia. First aid manuals will also be kept with kits. Cold packs will be kept in the freezer for the treatment of bruises and strains.

The Nominated Supervisor will ensure the first aid kits are fully operational. Each term a full inventory of first aid items will be taken to ensure first aid kits are fully stocked and all items are within the use by date. Staff will replace items in the first aid kits as they use them, ensuring kits are appropriately stocked.

Staff will be made aware of the locations of first aid kits and their responsibilities in relation to them, as part of their orientation and induction to the service. Relief staff, visitors, students, and volunteers will be made aware of the locations of first aid kits whilst at the service.

Qualified First Aiders will only administer first aid in minor accidents or to stabilise the patient until Medical Professionals arrive in more serious accidents.

Telephone numbers of emergency contacts, local doctors and poison centers will be displayed near the telephones in the Centre.

In the event of an emergency the patient must not be left alone, the First Aider must always stay with the patient until a parent or Emergency Services arrives. Another staff member will make all the emergency phone calls.

In the case of a minor accident the first aid attendant will:

- Assess the injury.
- Attend to the injured person and apply first aid as required.
- Ensure that disposable gloves are used with any contact with blood or bodily fluids.
- Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the hygiene policy.
- Ensure that anyone who has come in contact with any blood or fluids wash their hands thoroughly in warm soapy water.
- Record the incident and treatment given on an Incident Form recording the following details:
 - Name and age of child
 - Date, time, and location of incident
 - Description of injury and circumstances of how it occurred, including witnesses.
 - Treatment given and name and signature of first aid attendant.
 - Details of any medical personnel contacted.
 - Name and details of any parent or emergency contact notified or attempted to notify.
 - Time and date of report and name and signature of a person making report.
- Notify the parents either by phone after the incident, if seen fit, or on their arrival to collect the child. All incidents will be communicated to families within 24 hours.
- Obtain parental confirmation of their receipt of the incident report form.

Where the service has had to administer first aid and the incident is deemed serious as per Regulation 12, the Nominated Supervisor will ensure that the steps outlined in the service *Management of Incident, Injury and Trauma Policy* are followed and the Regulatory Authority is notified within 24 hours.

Sources

- Childcare Centre Desktop – Administration of First Aid Policy
- Education and Care Services National Regulations 2011
- Framework for School Age Care in Australia – My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Safe Work Australia
- Work Health and Safety Act 2011

Date Endorsed: 30/03/2023

Date of Review: 28/10/2023

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202303	- Minor wording changes	Staff	
v.2.202206	- Update NQS and MTOP - Updated Related Policies - Updated Sources	Staff	
v.2.202103	- Minor wording changes	Staff	
v.2.201905	- Updated links to NQS and National Regulations	Staff	