

## Administration of First Aid Policy

Policy Publication Date: December 2021

### Policy Statement

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.
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.

### Goals / What will Castle Hill Fun House do?

First Aid can preserve life, prevent a condition from worsening, and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an Education & Care service where staff members have a duty of care to take positive steps towards maintaining the health and safety of each child. We are committed to provide an environment that promotes children health, safety and wellbeing through the implementation of policies and procedures of administration of first aid.

### Strategies/ How will Castle Hill Fun House ensure the goal is being met?

#### First Aid Qualifications

*In Accordance with National Regulations 136 (2).*

*The approved provider of a centre-based service must ensure that each of the following persons are in attendance at any place being educated and cared for by the service and immediately available in an emergency, at all times that children are being educated for by the service .*

- 1) at least one staff member or one nominated supervisor of the service who hold a current approved first aid qualifications;
  - 2) at least one staff member or nominated supervisor of the service who has undertaken current approved anaphylaxis management training
  - 3) at least one staff member or nominated supervisor who has undertaken current approved emergency asthma management training.
- Approved First Aid qualifications, anaphylaxis management and emergency asthma management training must be acquired through an approved provider as deemed so by the National Authority (ACECQA) (Reg 137.e)
  - Evidence of First aid qualifications, anaphylaxis management and emergency asthma training must be kept in staff records. (Reg 146-147.c)
  - The service informs children, families and staff members of those persons who hold first aid qualification, anaphylaxis management and emergency asthma training.

### **First Aid Action Response**

Generally, first aid is provided in response to unpredictable incident, injury, trauma and illness while the child is being educated and cared for by the service. Educators and support team members have an obligation to ensure parents and guardians are notified as soon as practicable, but no later than 24 hours of their child receiving first aid.

### **First Aid Kits**

The Centre Manager and/or Work Health and Safety Officer will ensure there are an appropriate number of first aid kits for the number of children at the service. The kits will be suitably equipped, easily recognisable, and readily accessible to adults. (Reg 89)

### **Infection and Prevention Control**

Adequate infection and prevention control measures will be practiced at all times when administering first aid or cleaning up blood or body fluids.

Children and staff members who have displayed signs of a high temperature of 38C or higher, vomiting, or diarrhea in the 24-hour period prior to attendance will be unable to attend the service.

Children who have been given Ibuprofen and/or paracetamol will be unable to attend the service for 24 hours.

Exclusion times may vary depending on illness as advised by the Public Health Unit

In the event of a serious illness (fever of 38C or a suspected infectious disease) the service will contact the child's authorised persons for collection of the child within 30minutes or an ambulance will be called for treatment

Children enrolled in schooling who have had an incident, accident, or have been unwell at school and/or attended sick bay will be unable to attend after school care and will be required to be collected directly from the school to avoid any further infectious diseases or injury.

### **The Need for an Ambulance**

An Ambulance will be called when the following instances (but not limited to) occur to a person or a child at the service

- Unconsciousness or an altered conscious state;
- Experiencing difficulty breathing;
- Showing signs of shock
- Experiencing sever bleeding, or who is vomiting blood or passing blood
- Slurred speech;
- Injuries to the head, neck or back;
- Possible broken bones
- When auto injector has been administered
- Severe Asthma attack

## Position information Centre

The Position information Centre telephone number is 13 11 26 is displayed:

- Stored in all service phones
- Where dangerous products are stored.

## Why is this policy in place?

The Education and Care Services National Regulations require approved providers to have a policy in place in relation to the administration of first aid. (Reg 168 (2))

## Roles and Responsibilities

Role	Authority / Responsibility For
Approved Provider/Centre Manager(Nominated Supervisor)Work Health & Safety Officer	<ul style="list-style-type: none"> <li>• Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011</li> <li>• Ensure notification to 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>• Ensuring that all employee approved first aid qualifications, anaphylaxis management training and emergency asthma management training is 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>• Ensuring there is an induction process for all new team members, casual and relief team members, that includes providing information on the location of first aid kits and specific first aid requirements.</li> <li>• Provide, guidance and advice to ensure adherence to this policy</li> </ul>
Centre Manager (Nominated Supervisor)/Responsible Person/Work Health & Safety Officer	<ul style="list-style-type: none"> <li>• Must notify 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>• Ensuring that employee approved first aid qualifications, anaphylaxis management training, and emergency asthma management training is 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> </ul>

	<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>• Ensuring safety signs showing the location of first aid kits are clearly displayed.</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 (refer to definitions).</li> <li>• Ensuring Parents and Caregivers are notified upon their child receiving first aid.</li> <li>• 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.</li> <li>• Ensuring there is a fully stocked first aid kit readily accessible in indoor play spaces.</li> <li>• Ensuring a portable fully stocked first aid kit is taken to all outdoor play spaces/excursions and other off-site activities.</li> <li>• Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.</li> <li>• Ensuring first aid trained team members are implementing appropriate first aid procedures when necessary.</li> <li>• Ensuring that first aid training details are recorded on each employee member's staff record</li> <li>• Ensuring there is an induction process for all new team members, casual and relief team members, that includes providing information on the location of first aid kits and specific first aid requirements.</li> <li>• Keeping up to date with any changes in procedures for the administration of first aid and ensuring that all team members are informed of these changes.</li> <li>• Maintaining a current approved first aid qualification.</li> <li>• Refreshing cardio-pulmonary resuscitation (CPR) annually</li> <li>• Disposing of out-of-date materials appropriately.</li> <li>• Adhere to this policy</li> </ul>
Educators	<ul style="list-style-type: none"> <li>• First aid trained team members 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>• Refreshing cardio-pulmonary resuscitation (CPR) annually</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>• Notifying the Nominated Supervisor three months prior to the expiration of their first aid, asthma, or anaphylaxis accredited training.</li> </ul>

	<ul style="list-style-type: none"> <li>• Adhere to this policy</li> </ul>
Families	<ul style="list-style-type: none"> <li>• Providing the required information for the service's medication record including child medication and action plans.</li> <li>• Providing written consent (via the enrolment record) for service employee to administer first aid and call an ambulance, if required.</li> <li>• Being contactable, either directly or through authorised nominees/emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.</li> </ul>

### 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 service will review the policy as per required.

Families and Early Years Education & Care team members are essential stakeholders in the policy review process and will be given the opportunity and encouragement to be actively involved.

### Related Information

Related Policies that support Administration of First Aid	<ul style="list-style-type: none"> <li>• Dealing with Infectious Disease policy</li> <li>• Dealing with Infectious Disease-COVID 19 Policy</li> <li>• Dealing with Medical Conditions Policy</li> <li>• Incident, Injury, Trauma and Illness Policy</li> <li>• Providing a Child Safe Environment Policy</li> <li>• Work Health and Safety Policy</li> </ul>
Related Legislation	<ul style="list-style-type: none"> <li>• Education &amp; Care Services National Act 2010: Sections 167,169</li> <li>• Education &amp; Care Services National Regulations 2011: Regulations 87,89,136, 137 (1)(e), 146,147 (c) 168 (2) (a)</li> <li>• Work Health and Safety Act 2011</li> <li>• Children and Young Persons (Care and Protection Act 1998)</li> </ul>
Related Guidelines, Standards, Frameworks	<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>

Sources	<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.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace">www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace</a></li> <li>• Community Early Learning Australia (CELA) <a href="http://www.cela.org.au">www.cela.org.au</a></li> <li>• Poisons Information Centre telephone number 13 11 26</li> </ul>
---------	--

**Definitions**

Approved anaphylaxis management training	Anaphylaxis management training approved by the National Authority
Approved emergency asthma management training	Emergency asthma management training approved by the National Authority
Approved first aid qualification	<p>A qualification approved by the National Authority that includes training in the following that relates to and is appropriate to children:</p> <ol style="list-style-type: none"> <li>i. Emergency life support and cardio-pulmonary resuscitation (CPR);</li> <li>ii. convulsions;</li> <li>iii. poisoning;</li> <li>iv. respiratory difficulties;</li> <li>v. management of severe bleeding;</li> <li>vi. injury and basic wound care;</li> <li>vii. administration of an auto-immune adrenaline device.</li> </ol>

**Breaches of this Policy**

The <b>approved provider</b> of an education and care service must ensure that an appropriate number of first aid kits are kept having regard to the number of children being educated and cared for by the service and the first aid kits must be suitably equipped and the first aid kits must be easily recognisable and readily accessible to adults, having regard to the design of the education and care service premises.	Penalty \$2,000
---	-----------------

<p>The <b>approved provider</b> of an education and care service must ensure that a trained educator is in attendance at any place where children are being educated and care for by the service at all times with approved first aid qualifications, anaphylaxis management training, and emergency asthma management training.</p>	<p>Penalty \$2,000</p>
--	------------------------