

ADMINISTRATION OF FIRST AID POLICY

Related Quality Area	QA2: Health and Safety
Related Policies	Incident, injury, accident and trauma Policy

PURPOSE

Nightcliff Family Centre (the Centre) has a duty of care to provide a safe environment ensuring the health and safety of children, families, educators, and visitors of the Centre. This policy aims to support Educators to:

- preserve life
- ensure ill or injured children are stabilised and comforted until medical assistance arrives
- monitor ill or injured children
- apply additional first aid where applicable or if the condition worsens
- ensure a safe environment around the ill or injured making sure others are not in danger of becoming ill or injured.

SCOPE

This policy applies to children, families, staff, students, volunteers, management and visitors of the Centre.

IMPLEMENTATION

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, and participation in safety programs.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

Management will:

Take every reasonable precaution to protect children at the Centre from harm and/or hazards that can cause injury. This includes:

- Maintain a current ACECQA approved first aid qualification, including approved anaphylaxis and asthma management training every 3 years and renew cardio-pulmonary resuscitation every 12 months
- Ensure at least one educator, with current first aid qualifications, is in attendance at all times.
- Appoint a nominated first aid officer.
- Ensure a risk assessment is conducted prior to planning an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised, and a First Aid kit is taken to the excursion.
- Ensure first aid training details are recorded and kept up to date on each staff member's record.
- Ensure there is an induction process for new, casual, relief staff, that includes providing information on the location of first aid kits and specific first aid requirements and individual children's allergies.

- Notify parents/guardians when practical or within 24 hours if their child is involved in an incident, injury, trauma or illness.
- Ensure details are recorded on the Incident, Injury, and Trauma Record and an Illness Record.
- Contact parents/guardians immediately if a child has had a head injury.
- Ensure the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness.
- Ensure staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid.
- Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environment.
- Ensure an anaphylaxis flowchart (generic one) is displayed in a prominent position in the indoor environment and an EpiPen is kept in the Centre all the time
- A notice in the foyer with the number of children with anaphylaxis will be displayed
- Keep up to date with changes in procedures for the administration of first aid and ensure all educators are informed of these changes.

A Nominated Supervisor/ Responsible Person will:

- Maintain a current ACECQA approved first aid qualification, including approved anaphylaxis and asthma management training every 3 years and renew cardio-pulmonary resuscitation every 12 months.
- Support staff dealing with a serious incident and/or trauma.
- Provide and maintain an appropriate number of up to date, fully equipped first aid kits that meet Australian Standards.
- Provide and maintain a transportable first aid kit that can be taken to excursions and other activities.
- Monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached.
- Dispose of out of date materials and supplies appropriately.
- Ensure safety signs showing the location of first aid kits are clearly displayed.
- Ensure educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current.
- Keep up to date with changes in the procedures for the administration of first aid.
- Ensure appropriate documentation relevant to an incident is kept including:
 - Name and age of the child
 - Circumstances leading to the incident, injury, trauma, or illness (including any symptoms)
 - Time and date
 - Details of action taken by the Centre including any medication administered, first aid provided
 - Medical personnel contacted (If applicable)
 - Details of any witnesses
 - Names of any person the Centre notified or attempted to notify, and times and dates
 - Signature of the person making the entry, and time and date of this.
 - Name and signature of Parent or Guardian

Educators will:

- Implement appropriate first aid procedures when necessary.
- Maintain a current ACECQA approved first aid qualification, including approved anaphylaxis and asthma management training every 3 years and renew cardio-pulmonary resuscitation every 12 months.

- Ensure all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.
- Ensure details of any incident requiring the administration of first aid are recorded on the *Incident, Injury and Trauma and Illness Record* accurately.
- Conduct a risk assessment prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.

Families will:

- Read and comply with the Centre policies and procedures
- Notify the Centre upon enrolment of any specific health care needs of their child- including medical conditions and allergies
- Sign Centre records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child.
- Provide the required information for the Centre's medication record.
- Provide written consent (via the enrolment record) for Centre staff to administer first aid and call an ambulance if required.
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record.

First Aid Kit

The Approved Provider of the Centre will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations.

All First Aid Kits at the Centre must:

- Be suitably equipped.
- Not be locked.
- Not contain paracetamol.
- Be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Centre.
- Be easily accessible to staff and educators.
- Be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents.
- Be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments.
- Contain a list of the contents of the kit.
- Be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not degraded or expired.
- Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- Be easily recognisable.
- Be easy to access and if applicable, located where there is a risk of injury occurring.
- Be stocked with precautionary items such as sunscreen and water if using outdoors.
- Be taken on excursions.
- Be maintained in proper condition and the contents restocked as required.

FIRST AID OFFICER

Name	Judy Rondon		
Role	Director		
Number of First Aid Kits Responsible for at the Service:	6		
Additional First Aid Officer:	Josepha Minani		

The above-mentioned officers are responsible for conducting and maintaining each first aid kit by complying with the First Aid Checklist, certifying each kit has the required quantities, items are within their expiry dates, and sterile products are sealed. This will occur after each use or if unused, at least annually.

Individuals along with the Nominated Supervisor will also consider whether the first aid kits and components are appropriate and effective for the Centres' hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the Nominated Supervisor.

The Centre will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

The Centre will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at the Centre and what injuries children or adults may incur. The Centre will review its incident, injury, trauma and illness records to assist in making an informed decision about what to include.

For further advice on first aid in the workplace, refer to https://worksafe.nt.gov.au/data/assets/pdf_file/0007/705940/first-aid-cop.pdf

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Administration of First Aid Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

REVIEW

POLICY REVIEWED BY	Judy Rondon	Director	February 2022
POLICY REVIEWED	February 2022	NEXT REVIEW DATE	February 2023
MODIFICATIONS	<ul style="list-style-type: none"> • Policy reviewed and included suggested guidelines from ACECQA Administration of First Aid Policy (August 2021) • Additional legislative requirements added • Additional related policies • First aid officer details 		

POLICY REVIEWED BY	Judy Rondon	Director	February 2023
POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
MODIFICATIONS	<p>policy maintenance - no major changes to policy minor formatting edits within text</p> <ul style="list-style-type: none"> hyperlinks checked and repaired as required 		

POLICY REVIEWED BY	Judy Rondon Parents Staff		February 2024
POLICY REVIEWED	February 2024	NEXT REVIEW DATE	February 2025
MODIFICATIONS	<ul style="list-style-type: none"> Ensure an anaphylaxis flowchart (generic one) is displayed in a prominent position in the indoor environment and an EpiPen is kept in the Centre all the time A notice in the foyer with the number of children with anaphylaxis will be displayed Families will notify the Centre upon enrolment of any specific health care needs of their child- including medical conditions and allergies CONTINUOUS IMPROVEMENT/REFLECTION Our Administration of First Aid Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management. Minor formatting edits within text 		

POLICY REVIEWED BY	Judy Rondon		February 2025
POLICY REVIEWED	February 2025	NEXT REVIEW DATE	February 2026
MODIFICATIONS	<ul style="list-style-type: none"> " a First Aid kit is taken to the excursion" added. Minor formatting edits within text 		