

## ADMINISTRATION OF FIRST AID

Quality Area 2: Children's Health and Safety

Standard 2.3: Each child is protected

Education and Care Services National Regulations

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**PURPOSE** Our Service has a duty of care to provide and protect the health and safety of children, families, educators and visitors of the Service. This policy aims to support educators to:

- **Preserve life**
- **Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes**
- **Monitor ill or injured persons in the recovery stage**
- **Apply additional first aid tactics if the condition does not improve**
- **Ensure the environment is safe and other people are not in danger of becoming ill or injured.**

**POLICY** 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.

Taree Great Lakes Gloucester Five Star Family Day Care

## PROCEDURES

The service will ensure;

- every reasonable precaution is taken to protect children at the Service from harm and/or hazards that can cause injury
- a risk assessment is conducted by the educator prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised
- that first aid training details are recorded and kept up to date for each staff member and educator
- that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the Incident, Injury, Trauma and Illness Record
- that staff, educators and educator assistants are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service including educator's residence or approved venue
- the contents of all first aid kits are checked and arranging replacement of stock, including when the use-by date has been reached and out-of-date materials are disposed of appropriately
- safety signs showing the location of first aid kits are clearly displayed
- that all educators', educator assistant's and staff's approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA
- Ensure that appropriate documentation is being recorded by the educator in regards to incidents, injury, trauma and illnesses and the administration of first aid.

Documentation of the following must be recorded;

- 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 service including any medication administered, first aid provided or
- Medical personnel contacted
- Details of any witnesses
- Names of any person the service notified or attempted to notify, and the time and date of this
- Signature of the person making the entry, and time and date of this.

#### **Educators / Educator assistants / Relief educators will:**

- Implement appropriate first aid procedures when necessary
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required, including annual CPR refresher. Provide proof of currency to coordination unit
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- Ensure that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record
- 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

#### **Parents will:**

- Sign Service 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 Service's medication record
- Provide written consent (via the enrolment record) for service 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, in the event of an incident requiring the administration of first aid.

### First Aid Kits

First aid kits are must be kept up to date and in accordance with National Education and Care Service Regulations

**All First Aid Kits in the service coordination unit and the educator's residence or approved venue must:**

- Not be locked
- Not contain paracetamol
- Be suitable for the number of employees and/ or children and sufficient for the immediate treatment of injuries
- 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.
- Be regularly checked to ensure the contents have not depreciated or expired.
- Have a white cross on a green background and/or the words 'First Aid' prominently displayed on or in the immediate vicinity of the first aid kit.
- Be easy to access in both indoor and outdoor environments.
- Consideration should be given to precautionary measures such as sunscreen protection and portable water if working outdoors.
- First Aid kits must be taken on all excursions/ in vehicles
- Be maintained in proper condition and the contents restocked as required.

### Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.

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- Your Health and Safety Guide to Workplace amenities and first Aid June 2007: Worksafe Victoria.  
[http://www.worksafe.vic.gov.au/info/\\_\\_\\_data/assets/pdf\\_file/0013/12370/vwa\\_guide\\_to\\_workplace\\_amenities.pdf](http://www.worksafe.vic.gov.au/info/___data/assets/pdf_file/0013/12370/vwa_guide_to_workplace_amenities.pdf)
- Safe Work Australia Legislative Fact Sheets First Aiders
- Safe Work Australia First Aid in the Workplace Code of Practice
- Work Health and Safety Act
- First Aid in the Workplace Code of Practice Tasmania  
[http://worksafe.tas.gov.au/\\_\\_\\_data/assets/pdf\\_file/0007/203596/first\\_aid\\_code.pdf](http://worksafe.tas.gov.au/___data/assets/pdf_file/0007/203596/first_aid_code.pdf)
- Safe Work Australia Legislative Fact Sheets First Aiders
- QLD First Aid Code of Practice Worksafe
- Safe Work Australia Legislative Fact Sheets First Aiders
- Safe Work Australia First Aid in the Workplace Code of Practice
- Safe Work Australia First Aid in the Workplace Code of Practice Work Health and Safety Act 2012

### Associated Forms/information:

- Incident, injury, trauma and illness form
- Educator's daily hazard checklist
- Routine and non routine excursion Risk assessment
- Evacuation site map

#### New South Wales (NSW)

Checklist in Safe Work Australia's First Aid in the Workplace Code of Practice as a guide to what to include in our First Aid Kit.

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/693/First%20aid%20in%20the%20workplaceV3.pdf>