

## 3.28 Administration of First Aid

**Policy:** First aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care to take positive steps towards maintaining the health and safety of each child.

**Background:** All precautions must be taken to prevent accidents and injuries and to minimise complications. Managing accidents and emergencies requires careful planning and reduces the likelihood of major injuries and complications from injuries.

### **Relevant Legislation:**

Education and Care Services National Law Act 2010: Sections 167, 169

Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 137(!)(e), 168(2)(a), 245

Work Health and Safety Act 2011

Children and Young Persons (Care and Protection) Act 1998

### **Key Resources:**

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2, 2.1.2

ACECQA – [www.acecqa.gov.au/first-aid-qualifications-and-training](http://www.acecqa.gov.au/first-aid-qualifications-and-training)

Guide to the National Law and National Regulations

Australian Red Cross – [www.redcross.org.au](http://www.redcross.org.au)

St John Ambulance Australia(NSW) – [www.stjohnnsw.com.au](http://www.stjohnnsw.com.au)

First aid in the workplace – [www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety/first-aid](http://www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety/first-aid)

## Quality Area 2: Children's Health and Safety

### **Practices:**

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.

## Strategies / How will it be done?

### **First Aid Qualifications**

The following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service:

(a) at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification;

(b) at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training;

(c) at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.

First Aid Qualifications must be acquired through an approved provider as deemed so by ACECQA (see Sources link).

- Copies of First Aid Qualifications will be stored in Staff Records.
- The service informs children, families, and educators of those persons who hold first aid qualifications.

## **First Aid Action Response**

Generally first aid is provided in response to unpredictable illness or injury.

Education and childcare workers have an obligation to ensure parents and guardians are informed about first aid provided to their children.

## **The Need for an Ambulance**

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

- unconsciousness or an altered conscious state;
- experiencing difficulty breathing;
- showing signs of shock;
- experiencing severe bleeding, or who is vomiting blood or passing blood;
- slurred speech;
- injuries to the head, neck or back; and
- possible broken bones.

## **Infection and Prevention Control**

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to:

- cover cuts and abrasions with water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids;
- wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes;
- wear a mask and eye protection where there is a risk of splashing blood or other body fluids;
- remove any broken glass or sharp material with forceps or tongs and place in container; and
- wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

## **Poisons Information Centre**

The Poisons Information Centre telephone number 131 126 is displayed:

Next to every telephone in the service.

Where dangerous products are stored.

# Roles and Responsibilities

## Approved Provider

- 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).
- Ensuring that at least one staff member or one nominated supervisor of the service with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136(1)(a)). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.
- Appointing a staff member to be the nominated first aid officer.
- Advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request.
- Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities.
- Ensuring that first aid training details are recorded on each staff member's record.
  
- Ensuring safety signs showing the location of first aid kits are clearly displayed.
- Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.
- Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- 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.

## Nominated Supervisor

- Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources).
- Ensuring a portable first aid kit is taken on all excursions and other off-site activities.

## Nominated First Aid officer

- Maintaining a current approved first aid qualification.
- 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.
- Disposing of out-of-date materials appropriately.
- Ensuring a portable first aid kit is taken on all excursions and other off site activities.
- Keeping up to date with any changes in the procedures for the administration of first aid.

## Early Childhood Educators

- Implementing appropriate first aid procedures when necessary.
- Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required.
- Practicing CPR and administration of an auto-injection device at least annually (in accordance with other service policies).
- Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.
- 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).
- Notifying the nominated supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training.

## Families

- Providing the required information for the service's medication record.
- Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required.
- Being 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.
- Paying for any costs associated with an ambulance call out.

## 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 this Policy every two years.

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

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

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