

**HEALTH AND SAFETY - Administration of FIRST AID**

**ORIGINAL ADOPTION DATE:** 17 June 2014

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**Policy Objective:**

Bland Shire Council will ensure:

- all staff will hold a first aid qualification;
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification;
- all incidents will be documented and stored according to regulatory requirements; and
- a risk management approach to health and safety shall be adopted.

**Policy Statement:**

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.

Our education and care service is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

**Statutory Legislation & Considerations**

- NSW Occupational Health and Safety Act 2000
- Occupational Health and Safety Regulations 2001
- Education and Care Services National Regulations 2011: 85, 86, 87, 89, 122, 136, 245
- Link to National Quality Standard: 2.1.4

**Definitions:**

In this policy "staff" refers to staff employed by Bland Shire Council Children's Services and educators registered with the Bland/Temora Family Day Scheme.

**Recommended Practices:**

Professional Development of Staff

The Approved Provider will ensure:

- that all staff are supported to ensure they hold current recognised first aid qualifications;
- all staff have undertaken current approved anaphylaxis management training;
- all staff have undertaken current approved emergency asthma management training; and
- employee induction includes an induction to the first aid policy.

The Nominated Supervisor will:

- ensure the first aid skills and competencies of staff are maintained, refresher first aid and CPR training is scheduled and maintained in a staff register;
- collaborate and consult with staff to develop and implement a risk assessment and management plan; and
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

## Hazard Identification and Risk Assessment

The Approved Provider will:

- provide a child-safe environment.

The Nominated Supervisor will:

- guide staff in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- introduce preventive measures to eliminate the risk, or control measures to minimise the risk;
- review and analyse accident, injury, incident and 'near miss' data; and
- collaborate with staff to develop a first aid plan for the service (i.e. identification of first aid qualified staff, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury. See sample).

Staff will:

- regularly undertake risk assessments in the environment in order to plan safe experiences for children.

## Administration of First Aid to Children, Families, Staff and Visitors to the Centre

The Approved Provider will:

- ensure that there is always at least one first aid qualified staff on the premises at all times.

The Nominated Supervisor will:

- ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

In general:

- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider;
- as per the first aid plan, and in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness;
- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/accident; and
- the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.

## First Aid Supplies

The Approved Provider will ensure that:

- the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;
- the first aid kits are suitably equipped, easily accessible and recognisable; and
- first aid kits are carried on field excursions.
- first aid kits are checked at least annually by the nominated first aid officer

Staff will:

- ensure a first aid box checklist is kept in every first aid kit;
- staff will regularly monitor supplies and update stock as required; and
- discard and replace out of date stock.
- document any stock used and/or replaced on the first aid box log.

## Documentation and Record Keeping

Staff will:

- complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the centre; and
- ensure that a copy of the accident/incident report will be made available for parents/guardians on request.

The Approved Provider will:

- ensure records are confidentially stored for the specified period of time as required by the Regulation.

#### Managing Serious Incidents

The Approved Provider will ensure:

- any serious incident occurring at the centre will be documented on a SI01 Notification of Serious Incident Form and reported to the Department of Education & Communities within 24 hours;
- a copy of the incident report will be provided to the family as soon as possible; and
- staff are aware of the procedures around managing serious incidents.

The Nominated Supervisor or responsible person will:

- notify parents of any serious incident; and
- arrange for medical intervention if required.

Staff will:

- manage serious incidents as per this policy; and
- notify the Nominated Supervisor immediately after the serious incident has occurred.

#### Policy Availability

The first aid policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

#### Review

Management and staff will monitor and review the effectiveness of the first aid policy regularly. Updated information will be incorporated as needed.

#### **References:**

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Community Child Care Cooperative – sample policy – Administration of first aid – accessed 24 May 2012

#### **Appendices:**

#### **Authorisation:**

<b>Status</b>	<b>Committee</b>	N/A		
	<b>Manex</b>	N/A		
<b>Owner</b>	Director of Corporate, Community and Development Services			
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October 2012			May 2014	
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<b>Related Council Policy/Procedure</b>