



POLICY STATEMENT Children Services Unit

HEALTH AND SAFETY – ADMINISTRATION OF FIRST AID

POLICY ADOPTED: 17 June 2014

Policy Objective:

Bland Shire Council will ensure:

- all permanent staff will hold a first aid qualification;
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the service 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 and Considerations:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011: 85, 86, 87, 89, 94.

Definitions:

In this policy 'staff' refers to staff employed by Bland Shire Council Children Services Unit and Educators registered with the Bland/Temora Family Day Care.

Responsibilities:

Professional Development of Staff

The Approved Provider will ensure:

- that all staff are supported to ensure they hold current recognised first aid qualifications which meet the National Regulations and are approved by ACECQA;
- 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 Administration of 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;
- ensure there is an induction process for all new Educators, casual and relief, that includes providing information on the location of first aid kits and specific first aid requirements;
- 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:**

- ensure that every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury.

The Nominated Supervisor will:

- ensure that every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury;
- 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.).

Staff will:

- ensure that every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury; and
- 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 and immediately available at all times that children are at the Service.

The Nominated Supervisor will:

- ensure that enrolment records for each child include a signed consent form for the administration of first aid;
- 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, staff will:

- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility;
- administer first aid in accordance with first aid training in the interests of avoiding delay of treatment;
- notify the nominated supervisor and families (where first aid is being administered to a child) of the nature of the incident/accident; and

- ensure 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.

Families will:

- provide written consent for the service to administer first aid (and call an ambulance if required) as a condition of enrolment;
- be contactable, either directly or through emergency contacts as listed on the child's enrolment record;
- be required to supply the contact number of preferred doctor or dentist and Medicare number on Enrolment Form.

First Aid Supplies

The Approved Provider will ensure that:

- the service 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;
- first aid kits are carried on excursions and when children are being transported; and
- first aid kits are checked at least annually by the nominated first aid officer; and
- a current resuscitation (CPR) chart is displayed in a prominent position in the indoor and outdoor environment of the service.

Staff will:

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

Documentation and Record Keeping

The Approved Provider will:

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

The Nominated Supervisor will:

- ensure that the Service's appropriate documentation is completed by Educators/staff as soon as practical;
- review and sign off on all documentation when first aid has been administered, prior to documentation being stored on Council records.
- ensure that any serious incident which requires urgent medical attention or serious illness at the Service is documented on the National Quality Agenda IT System (NQAITS) www.acecqa.gov.au/national-quality-agenda-IT-system. This must occur within 24 hours of the incident/illness.
- complete an audit of the Incident, Injury, Illness and Trauma report to reflect in the effectiveness of the procedures in place at the service.

Staff will:

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

Managing Serious Incidents**The Approved Provider will ensure:**

- any serious incident occurring at the service will be lodged as an incident notification electronically via the National Quality Agenda IT System within 24 hours of being made aware of the incident;
- 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, Responsible Person and/or Educator as applicable 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.

Undiagnosed Asthma and Anaphylaxis exemption

Educators can waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases. Parents/guardians are contacted as soon as practicable after the medication has been administered.

In addition, Family Day Care Service:**Educators:**

- advise the Coordination Unit of the incident, requesting support if needed.

Coordination Unit:

- if required, ensure a Family Day Care Coordination Unit staff member goes to support the Educator at the scene of incident; and
- if necessary, organise alternate care if granted or collection by parents of other children at the Educator's service.

Recommended Practices:**In the case of a minor incident as assessed by the first aider as requiring first aid only the Educator will:**

- assess the injury;
- attend to the injured person and apply first aid as required;
- when dealing with all bloody or bodily fluids ensure that disposable gloves are worn, that the fluids/blood are cleaned up and gloves etc are disposed of in a safe manner;
- record the incident and treatment given on the relevant documentation including what occurred, treatment given and by whom, to be signed by the Educator. Obtain parent signature providing a copy if requested;

- notify the parents either by phone after the incident if seen fit or on their arrival to collect the child.

In the case of a major incident as assessed by the first aider of requiring more than first aid the Educator will:

- immediately contact emergency services. Parents are to be contacted after emergency services have been called. Family Day Care Educators will contact the FDC Service also;
- attend to the injured person, apply first aid as required;
- reassure the child;
- if an ambulance is called and the child is taken to hospital a staff member/Educator will accompany the child if possible;
- obtain parent signature confirming knowledge of the incident.

References:

Australian Children’s Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Appendices:

Incident, Injury, Trauma and illness Record

Medication Record

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate and Community Services		
EDRMS Doc. ID	365008		
Superseded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
October 2012	0	23102012	May 2014
17 June 2014	1	12062014	May 2016
9 October 2018	2		August 2020
9 March 2021			March 2022
Related Council Policy / Procedure			
Incident, Injury, Trauma and Illness			