

Procedure Title:	Applying First Aid Policy and Procedure
Effective Date:	July 2018
Review Date:	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.

POLICY STATEMENT

The Applying First Aid Policy and Procedure outlines 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.

BACKGROUND AND CONTEXT

After consultation with the Children's Services Advisor at the May 2005 Licensing Visit and at the February 2010 Spot Visit this document, formerly a policy, became a procedure. The following resources were used in its formulation: St Johns First Aid recommendations, KU Health and Medication Policies.

The original policy was ratified by the Management Committee in May 2005. Minor changes made and approved by the Management Committee in March 2007 and October 2010 and November 2012. Reviewed in November 2013 and no changes made.

After review in 2017 the document was altered to become a to Procedure and Policy in light of changes made to the Education and Care Services National Regulations and to ensure the responsibilities of each stakeholder are outlined explicitly. This document was restructured using the Community of Learning Australia's (CELA) resource, the *Administration of First Aid Policy*.

Reviewed in July 2018 and no changes made.

SCOPE AND PURPOSE

First aid can preserve life, prevent a condition worsening and promote recovery.

The capacity for educators at the Center to promptly and efficiently address first aid incidents is particularly important as staff have a duty of care to take positive steps towards maintaining the health and safety of each child. Should first aid be required it is important that the necessary equipment is at hand and ready

To minimise accident or injury to all staff, children and any others who may be in the Centre environment. To minimise serious complications as a result of negligence and to minimise the legal liability of the Centre.

POLICY DETAIL/ BUSINESS RULES

FIRST AID QUALIFICATIONS

As many staff as possible will hold their first aid qualifications. The Centre will ensure that the following qualified people are **at all times in attendance** at ICC (and when on excursion) and that they are immediately available in an emergency:

- at least one educator who holds a current approved first aid qualification
- at least one educator who has undertaken current approved anaphylaxis management training
- at least one educator who has undertaken current approved emergency asthma management training.

Copies of first aid certificates will be kept in staff files. Adequate funds will be allocated each year ensure that staff first aid certificates, anaphylaxis management training and emergency asthma management training are renewed every three years.

FIRST AID ACTION RESPONSE

Generally, first aid is provided in response to unpredictable illness or injury. There is an obligation to ensure parents and guardians are informed about first aid provided to their children as soon as reasonably possible.

ACCIDENT PROCEDURE

- Assess the injury

If minor:

- comfort the child, ensuring other children are supervised by a staff member then give appropriate first aid, complying with ICC policy for handling of spills of bodily fluids, then write up a report of the accident.

If the injury is serious:

- have trained staff apply their expertise in first aid,
- if necessary call staff trained in cardio-pulmonary resuscitation to assist,
- refer ill or injured child to medical care, if necessary call an ambulance and have Director or delegate accompany child or adult in the ambulance,

- notify parent/guardian, next of kin or emergency contact, write report of accident and action taken in accident/illness register and give a copy to the parent/guardian or staff member,
- Director/delegate will notify insurers – for more specific information, please refer to the Management of Unwell Children Policy and Procedure.
- The Director General at Community Services is also to be informed.

Please Note: When an ambulance is called:

- Give Instructions for ambulance to arrive via the ABC's Loading Dock on Ultimo Rd, not via Harris St.
- One of the of the two Security/Panic Key Pads must be used to alert the ABC Security Department (one Security/Panic Key Pad is located in the office the other is outside, in the cabinet beside the bathroom gate).

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 airtight 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;
- when disposing of blood soiled dressings ensure the bag is sealed before placing it in the garbage.
- 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

Role	Authority/Responsibility For
<p>Approved Provider/ Director</p> <p>Approved Provider/ Director</p>	<ul style="list-style-type: none"> - 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 educator 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. - A notice showing all emergency telephone numbers will be prominently displayed above or near all Centre telephones. It will include, but not be limited to; ambulance, police, Poison Information Centre, etc. - 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.
<p>Nominated</p> <p>Supervisor</p>	<ul style="list-style-type: none"> - 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 all staff, volunteers and students are to be trained in the Centre's accident and emergency procedures.

Role	Authority/Responsibility For
	<ul style="list-style-type: none"> - Ensuring a portable first aid kit is taken on all excursions and other site activities.
Nominated First Aid Officer	<ul style="list-style-type: none"> - 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 (the First Aid Kit should contain contents recommended for a Standard “B” First Aid Kit – refer to the list beside the kit in the bathroom). - Ensure first aid kits should be marked with a green cross. - 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 & Certified Supervisors	<ul style="list-style-type: none"> - Implementing appropriate first aid procedures when necessary. - Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required. - Practice CPR and administration of an auto-injection device at least annually. - 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 . - Notifying the nominated supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training. <p>NOTE: For the treatment of bruises and sprains and in some cases, bites the affected area should be covered with a damp cloth before applying the icepack. Icepacks are kept in and returned to the kitchen freezer or the Backroom fridge.</p>
Families	<ul style="list-style-type: none"> - 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 callout.

AUTHORITIES AND ACCOUNTABILITIES

The Centre Director is responsible for ensuring all ICC educators and staff have training in this policy.

All ICC educators and staff are accountable for the implementation of this policy.

National Quality Standard, Quality Area 2: Children's Health and Safety - Standard 2.3

RELATED 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

SOURCES:

- ACECQA – www.acecqa.gov.au/first-aid-qualifications-and-training
- Guide to the National Law and National Regulations
- Australian Red Cross – <http://www.redcross.org.au/>
- St John Ambulance Australia (NSW) – www.stjohnnsw.com.au
- First aid in the workplace – <http://www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety/first-aid>
- Community of Learning Australia's (CELA) resource, the *Administration of First Aid Policy*

RELATED POLICIES AND PROCEDURES

Management of Unwell Children Policy and Infection Control Procedure.

Approved by Management Committee	
<p>Signature:</p> <p>Title: Date:</p>	
Meeting number and date:	
Resolution number:	
Policy Owner:	Inner City Care
Effective Date:	
Review Date:	As required.