

# Administration of First Aid Policy

**Date:** 1995, Revised 14/09/05, Revised 11/06/08, Reviewed 20/04/12, Reviewed 24/09/14, reviewed 18-09-17

**Signed By Management Committee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date for Review:** October 2020

## **AIM**

To ensure that appropriate first aid measures are applied promptly and efficiently by a qualified member of staff

## **BACKGROUND**

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident, the sudden onset of symptoms related to a medical condition or trauma, prior to receiving professional medical services where required. Despite health and safety precautions, injuries may be sustained by children, parents, staff or others while at the Centre. Arrangements are necessary to ensure that appropriate first aid is available throughout the Centre operating hours. Where first aid is administered, this must be done by a member of staff qualified to administer first aid. While the preservation of life will always be of first concern, members of staff must remain conscious of possible legal liability.

## **RELEVANT LEGISLATION**

### **ACT Legislation**

*Education and Care Services National Law (ACT) Act 2011*, and the Education and Care Services National Regulations 2011

*Health Records (Privacy and Access) Act 1997 (ACT)*

*Work Health and Safety Act 2011 (ACT)*

### **Australian Government Legislation**

*National Health Act 1953 (Cth)*

*Work Health and Safety Act 2011 (Cth)*

## **RELATED POLICIES**

Accident Prevention Policy.

Medical Conditions Policy

Emergency Policy

## **REPLACES**

Procedures in the Event of a Life-Threatening Situation or Death

## **IMPLEMENTATION**

1. Sufficient funds will be allocated each year to ensure that all permanent Educators hold an appropriate first aid certificate and that these are regularly updated to ensure they are current.
2. Refresher first aid courses for all permanent Educators will be scheduled and Recorded in a staff register.
3. At all times, there will be at least:
  - 3.1. One Educator on duty who has completed an approved first aid certificate;
  - 3.2. One Educator on duty who has completed approved anaphylaxis management training; and,
  - 3.3. One Educator on duty who has completed approved Emergency asthma training.One Educator may hold one or more of the qualifications.
4. All staff are to be trained in the Centre's accident and emergency procedures.
5. Except in exceptional circumstances (where first aid needs to be applied immediately and no one with a current first aid certificate is immediately available), first aid will only be administered by a member of staff holding a current first aid certificate. In these instances, an appropriately qualified First Aid Officer/Educator will be contacted and will assume responsibility for continued first aid on reaching the Patient.
6. An injured or sick Child that is deemed to require professional medical services or hospitalisation will only be transported to hospital by ambulance. If a parent is present when this decision is being made they may choose to organise other means of transportation.
7. A standard "C" First Aid Kit is to be kept fully stocked in each room, plus one for excursions and emergency evacuations. First aid kits will be checked by First Aid Officers and supplies updated as necessary every 3

months and checked annually by either St. John's or Parasol EMT. They are to be positioned safely out of reach of the children.

8. Emergency first aid kits and supplies will also be kept in designated "Lock Down" rooms.
9. A notice showing emergency telephone numbers (hospital, ambulance, the poisons information Centre, police and fire brigade) is to be prominently displayed near, and easily seen from, each telephone in the Centre.
10. Children's parent contact numbers and emergency contact numbers will be kept near the phone in each room and updated regularly.
11. Notices clearly setting out emergency procedures and resuscitation posters are to be prominently displayed.
12. An Incident, Injury, Trauma and Illness record for all incidents/injuries/trauma/illnesses occurring at the centre will be completed by Educators witnessing and or providing first aid. Copies of the record will be made available to the parents.
13. Any serious incident occurring at the centre will be documented on the appropriate form "SI01 – Notification of serious incident" and reported to the Australian Children's Education and Care Quality Authority (ACECQA) within 24 hours. A serious incident includes:
  - 13.1. The death of a child while being educated and cared for by the service, or following an incident while being cared for by the service.
  - 13.2. Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner. (e.g. whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
  - 13.3. Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought.
  - 13.4. A child was missing from the service or was not able to be accounted for.
  - 13.5. A child was taken or removed from the service in a manner that contravenes the National Regulations.
  - 13.6. A child was mistakenly locked in or locked out of the service premises or any part of the premises.

### **Source Material**

#### **ACT law (available from [www.legislation.act.gov.au](http://www.legislation.act.gov.au))**

ACT Government, *Education and Care Services National Law (ACT) Act 2011*, and the Education and Care Services National Regulations 2011 (available from <http://www.legislation.nsw.gov.au/>)

*Health Records (Privacy and Access) Act 1997 (ACT)*

Work Health and Safety Legislation, 2011 (ACT)

#### **Australian Government Law (available from [www.comlaw.gov.au](http://www.comlaw.gov.au))**

*National Health Act 1953*

*Work Health and Safety Act 2011*

### **Other**

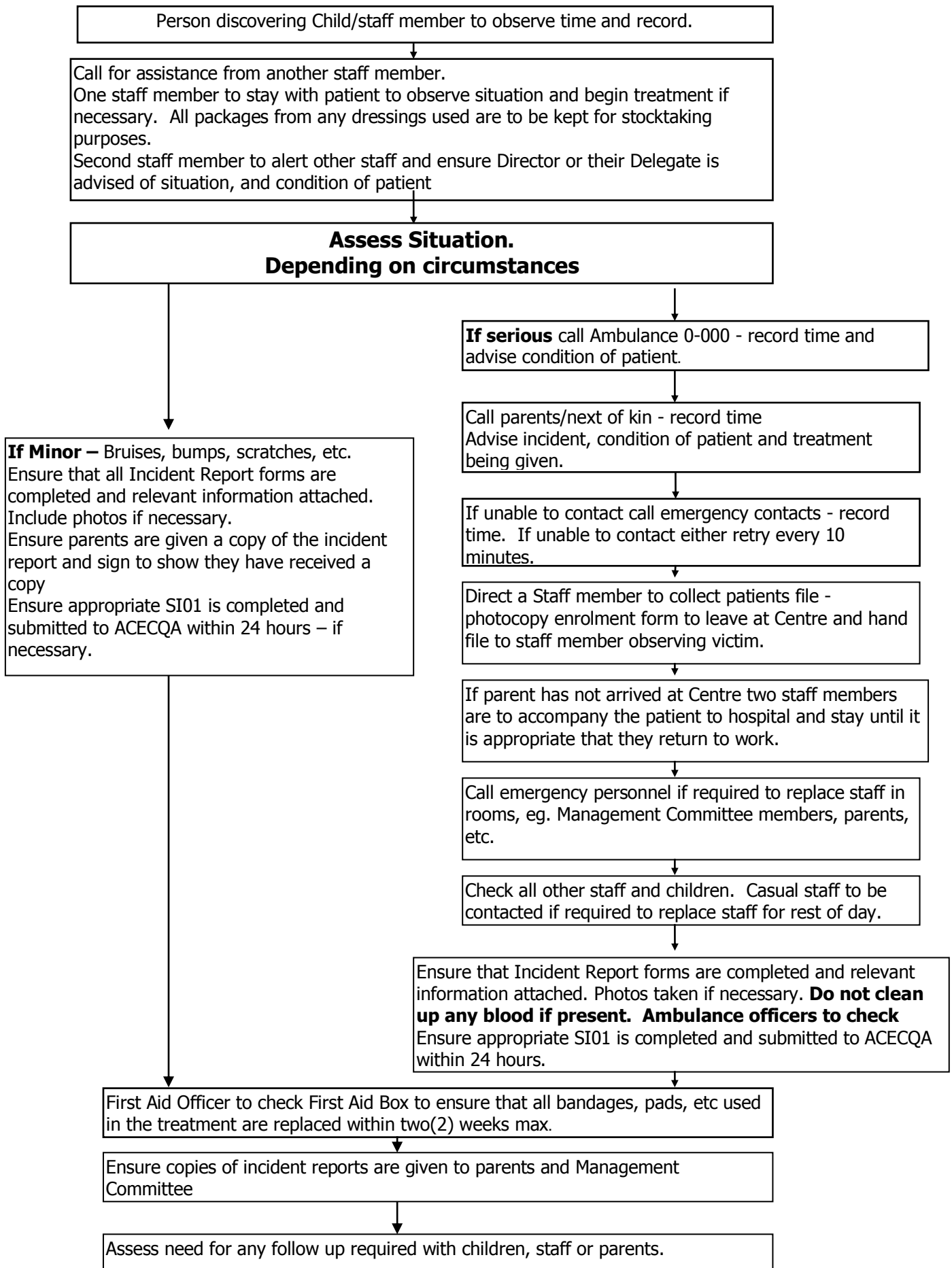
National Health and Medical Research Council (NHMRC) *Staying Healthy: Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> Edition)*, 2013.

[http://www.nhmrc.gov.au/\\_files\\_nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf)

Safe Work Australia, *First Aid in the Workplace, Code of Practice*.

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

## Emergency First Aid Procedure - Accident, Illness or Seizure.



## Emergency First Aid Procedure - Accidental Poisoning

