

Administration of First Aid Policy

Published	March 2021
Review Date	September 2022
Sources	<p>Education and Care Services National Regulations, October 2020</p> <p>Education and Care Services National Law, February 2018</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Framework, January 2020</p> <p>Health and Safety in Family Day Care – Model Policies and Practices 2nd Edition 2003</p> <p>Staying Healthy in Child Care, NMHRC 4th Edition. 2005- www.nhmrc.gov.au</p> <p>First Aid in the Workplace Guide 2001, Workcover NSW</p> <p>Work Health and Safety Act (NSW) 2011</p> <p>Work Health and Safety Regulations (NSW) 2011</p> <p>NSW Government Code of Practice First Aid in the Workplace, Safework NSW, July 2015</p> <p>Anaphylaxis Guidelines for Early Childhood Education and Care Services, NSW</p>

Aim:

To administer first aid to any injury or illness and make a determination, based upon current training and knowledge, of the extent or seriousness of the injury or illness.

Explanation:

First aid provides the initial and immediate attention to a person suffering an injury or illness. In extreme cases, a quick first aid response could mean the difference between life and death, and in many cases, first aid can reduce the severity of the injury or illness. A quick and competent first aid response also calms the injured person, reducing unnecessary stress and anxiety.

Responsibilities:

In relation to the Approved Provider:

- Be aware of the requirements of the current Education and Care Services National Law, Education and Care Services National Regulations and National Quality Standard in regard to administering First Aid
- Ensure staff and Educators have completed a First Aid Course approved by the National Authority – HLTAID004
- The Nominated Supervisor is responsible for ensuring that a minimum of one Educator who is currently qualified in senior first aid, asthma management and anaphylaxis management is present at the service at all times it is educating and caring for children
- The service will ensure that at a minimum all designated Responsible People hold a current approved first aid qualification
- Provide training and/or information on appropriate practices when administering First Aid to a child
- On enrolment of a child, ensure the parent has given written authorisation for any Educator or staff member of the service, to seek and/or carry out emergency ambulance, medical, hospital or dental advice or treatment if required
- Ensure the designated Responsible People are maintaining the first aid kits to ensure that they are fully stocked, and that all items are within the use by date

- Safely store confidential health and medical details on children until they reach the age of 25 years

In relation to Educators:

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to administering First Aid
- Have a current approved First Aid qualification – HLTAID004
- Have current approved training on the use of EpiPens and Anapens
- Undertake approved training in anaphylaxis management
- Undertake approved training in asthma management
- Ensure that their skills and competencies as a trained First Aid provider are maintained at a level appropriate to the identified injuries or illnesses that may occur in the service
- First Aid Kits should be clearly identifiable, with a white cross on a green background prominently displayed on the outside, and they should be suitably equipped and readily accessible
- Each term complete first aid risk assessments in the Operational Diary and communicate to all staff
- Store First Aids Kits out of reach of children
- A list of contents should be provided with the First Aid Kit, along with relevant phone numbers, including 000
- Have a portable First Aid Kit to accompany them on Regular Outings and Excursions, or in the event of an Emergency Evacuation
- The location of the First Aid Kit is clearly identified with a sign
- Ensure that the contents of each First Aid Kit are replaced within 7 days of use
- Check the stock levels and use-by dates of the First Aid Kit every 3 months
- Initial and date the contents list in the First Aid Kit each time it is checked
- Display a resuscitation chart in a prominent position
- Administer First Aid as appropriate, and bearing in mind the safety of the children and staff as first aid is administered

Guideline for Administering First Aid:

- Assess the situation to determine harm to the child, self and others
- If it is clear and safe to act, determine where the injury is located and treat accordingly
- Wear disposable gloves at all times when administering any First Aid
- All body fluids will be treated as infectious
- All open sores or wounds are to be well covered
- When using an ice pack, a paper towel or washer is to be wrapped around it so that the ice pack is not directly touching the skin
- If an injury is bleeding thoroughly wash the area using water and wet paper towel to ensure the area is clean, and then cover the area with an appropriate dressing
- Place any contaminated paper towels, gloves or dressings in a plastic bag, tie it up and place it into the rubbish bin immediately
- If the child has any blood on their clothing, remove it and place the items in a tied plastic bag to go home for cleaning
- Clean up any spilt blood with disposable paper towels to absorb the spill. Dry the area thoroughly with paper towels. Dispose of all contaminated material in a plastic bag that is then tied shut. Dispose of the waste in the rubbish bin

- Wash thoroughly with warm soapy water any scissors or other instruments that may have been used to administer First Aid
- Once finished administering First Aid, remove gloves, dispose of them in the rubbish bin
- Wash hands well with soap and water, if soap and water is not available, use wet wipes or hand sanitiser
- Monitor the child at all times for signs of further distress or concern
- Complete the Incident/Injury/Trauma/Illness Record form as soon as possible after the event
- Ensure that the parent is notified as soon as is practicable, but not later than 24 hours after the occurrence
- In the event of an emergency follow the procedures as outlined in the Illness, Accident and Emergency Treatment Policy
- Complete the Incident/Injury/Trauma/Illness Record form as soon as possible after administering First Aid
- Record the Incident/Injury/Trauma/Illness on the Incident/Injury/Trauma Record or on the Illness Record in the back of the Programming Diary
- Forward all Incident/Injury/Trauma/Illness Record forms to the Co-ordination Unit once a child has finished care
- Inform the Co-ordination Unit staff of any injury to a child that requires medical attention

In relation to Families:

- Provide up to date medical and contact information in case of an emergency
- Provide written emergency or health management plans if applicable to their child’s health
- Upon collection of their child read and sign the relevant Incident/Injury/Trauma/Illness Form as requested by the Educator

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Co-ordination Staff accessing current relevant information
- Approved Provider, Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
April 2016	Scheduled Policy Review – No changes made
June 2019	Six Monthly First Aid Risk Assessment added.
September 2019	Scheduled Policy Review – Updated Contents of First Aid Kits
March 2021	Scheduled Policy Review – Updated sources, moved Guideline for administering first aid

First Aid Kit Contents (C)

Number	Item Description
1	Instructions for providing first aid – including CPR flow chart
1	Note book and pen
1	Resuscitation face mask or face shield
5 pairs	Disposable nitrile examination gloves
5 packs	Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)
8	Saline (15 ml)
10	Wound cleaning wipe (single 1% Cetrimide BP)
1	Adhesive dressing strips – plastic or fabric (packet of 50)
10	Splinter probes (single use, disposable)
1	Tweezers/forceps
1	Antiseptic liquid/spray (50 ml)
6	Non-adherent wound dressing/pad 5 x 5 cm (small)
3	Non-adherent wound dressing/pad 7.5 x 10 cm (medium)
1	Non-adherent wound dressing/pad 10 x 10 cm (large)
3	Conforming cotton bandage, 5 cm width
3	Conforming cotton bandage, 7.5 cm width
1	Crepe bandage 10 cm (for serious bleeding and pressure application)
1	Scissors
1	Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll
1	Safety pins (packet of 6)
1	BPC wound dressings No.14, medium
1	BPC wound dressings No.15, large
1	Dressing – Combine Pad 9 x 20 cm
1	Plastic bags – clip seal
2	Triangular bandage (calico or cotton minimum width 90 cm)
1	Emergency rescue blanket (for shock or hypothermia)
4	Eye pad (single use)
5	Access to 20 minutes of clean running water or (if not available) hydro gel (3.5 gm sachets)
1	Instant ice pack (e.g. For treatment of soft tissue injuries and some stings)
1	Epi Pen Junior
1	Ventolin Inhaler and Spacer
1	Children's Panadol
1	Thermometer



Country Kids Club - Out of School Hours Care