

## Administration of First Aid Policy

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<b>Sources</b>	<p>Education and Care Services National Regulations, 2020</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, 2020</p> <p>Guide to the National Quality Standard, February 2018</p> <p>Staying Healthy in Child Care, NMHRC 5th Edition. 2012- <a href="http://www.nhmrc.gov.au">www.nhmrc.gov.au</a></p> <p>First Aid in the Work Place Code of Practice 2018, Safe Work Australia</p> <p>Work Health and Safety Act (NSW) 2011</p> <p>Work Health and Safety Regulations (NSW) 2017</p> <p>Anaphylaxis Guidelines for Early Childhood Education and Care Services, NSW</p>

### **Aim:**

To administer First Aid as necessary 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 Scheme:**

- Be aware of the requirements of the current Education and Care Services National Regulations and National Quality Standard in regard to administering First Aid
- Ensure staff and Educators have completed a nationally recognised First Aid Course as outlined by the Education and Care National Law

#### **In relation to Co-ordination Unit Staff:**

- Be aware of the requirements of the current Education and Care Services National Regulations and National Quality Standard in regard to administering First Aid
- Be aware of the requirements of the Interim Standards for In Home Care Funding Agreement Requirements 2008 in regard to administering First Aid
- Support Educators with relevant forms for collecting authority and information
- 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
- Have current First Aid, Emergency Asthma and Anaphylaxis qualifications
- In the event of Educators not having an Ambulance Station located in their town ensure that they have sourced and made arrangements for at least one First Aid Support Person, and recorded this information in the front of their Service Diary
- In the event of Educators not having an Ambulance Station located in their town ensure that they have sourced and made arrangements for at least one Emergency Anaphylaxis Plan

(Back-Up EpiPen or Anapen), and that they have recorded this information in the front of their Service Diary

- 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 Regulations in relation to administering First Aid
- Have a current First Aid qualification
- 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
- Store First Aids Kits so that they are accessible to adults and 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 identified on the evacuation plan
- 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
- In the event of any incident, illness, trauma or injury 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 the event that Educators do not have an Ambulance Station located in their town, source and make arrangements for at least one First Aid Support Person, and record this information in the front of the Programming Diary
- In the event that Educators do not have an Ambulance Station located in their town, source and make arrangements for at least one Emergency Anaphylaxis Plan (Back-Up EpiPen or Anapen), and record this information in the front of the Programming Diary

**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
- Scheme and Co-ordination Staff accessing current relevant information
- Scheme, Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

## **Guideline for Administering First Aid**

- Assess the situation to determine harm to 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 with water and 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
- Notify parents within 24 hours of the incident occurring