

Administration of First Aid

Policy Statement

This policy acts to ensure that:

- Our service is committed to providing an environment that promotes children's health, safety and wellbeing
- All ill or injured persons are stabilised and comforted until medical help intervenes
- All ill or injured persons are monitored in the recovery stage
- Further first aid strategies are applied if the condition does not improve
- The environment is safe and that other persons are not in danger of becoming ill or injured
- Educators fulfil their duty of care in relation to sick or injured people and children within the workplace

Explanation

First aid provides the initial and immediate attention to a person suffering an injury or illness. We will ensure first aid is administered to any injury or illness and decide, based upon current training and knowledge, of the extent or seriousness of the 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.

Goals

- Provide prompt basic first aid
- Ensure Educators maintain their duty of care to take positive steps towards maintaining the health and safety of each person that attends the service

Strategies

First Aid Qualifications

- Ensure Family Day Care Educators and Responsible People on Duty have completed a First Aid Course approved by the Regulatory Authority, and that each component of that qualification is updated in line with the multiple currency periods
- Ensure Family Day Care Educators and Responsible People on Duty maintain the currency of their First Aid qualifications
- Copies of First Aid Qualifications will be stored in the Educators file

Policy Created
February 2016

Policy Last Updated
November 2023

Policy Review Date
November 2025

- The service informs children, Educators and families that the Responsible Person on Duty holds first aid qualifications
- Family Day Care Educators to display current qualification with prescribed information in their home or venue

First Aid Action Response

Generally first aid is provided in response to unpredictable illness or injury. Family Day Care Educators and the Responsible Person on Duty have an obligation to ensure parents and guardians are informed about first aid provided to their children.

Administering First Aid

- First Aid to be administered by the Family Day Care Educator or Responsible Person on Duty
- Assess the situation to determine harm to the patient, self and others
- Let the patient know what you are going to do, and check with them if this is okay
- 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 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 patient 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 patient at all times for signs of further distress or concern

The Need for an Ambulance

On enrolment of a child, the parent/guardian is required to give 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.

An ambulance will be called when the following instances (but not limited to) occur to a person or child at the service:

- Unconsciousness or an altered conscious state
- Experiencing difficulty breathing
- Showing signs of shock
- Experiencing severe bleeding, or who is vomiting blood or passing blood
- Slurred speech
- Injuries to the head, neck or back
- Possible broken bones

Infection and Prevention

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or bodily fluids. The following infection control procedures must always be adhered to:

- Cover cuts and abrasions with waterproof occlusive 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
- Wear a mask and eye protection where there is a risk of splashing blood or other body fluids
- Remove any broken glass or sharp material with forceps or tongs and place in container
- 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

Approved Provider/Nominated Supervisor/Coordinator

- The health, safety and wellbeing of children is a paramount consideration for our service, therefore we will take every reasonable precaution to protect the children and other people attending the service from harm and ensure that we are well equipped to administer first aid in the event of any injury or illness
- Ensure that Educators are able to undertake their roles effectively in relation to the administration of first aid
- Ensure qualifications are kept up to date and Educators have access to suitably equipped first aid kits
- Ensure that a minimum of one Educator who has current approved first aid qualifications is present at the service at all times it is educating and caring for children
- 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 patient
- Ensure roles are clear for Educators and Responsible People on Duty in relation to their responsibilities in the administration of first aid, notification and reporting
- 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
- Ensure safety signs showing the location of first aid kits are clearly displayed in at the service
- Ensure there is an induction process for all new staff and Educators that includes providing information on the location of first aid kits and specific first aid requirements
- Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service
- Keep up to date with any changes in procedures for administration of first aid and ensure that all Educators are informed of these changes
- Safely store confidential health and medical details on children or other injured parties until they reach the age of 25 years

- 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.

Family Day Care Educators & Responsible People

- Have a current approved First Aid qualification
- 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
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required
- First Aid Kits should be clearly identifiable, and they should be suitably equipped and readily accessible
- Complete the First Aid Risk Assessment in the Operational Diary at the end of each term
- Store First Aids Kits safely and out of reach of children
- A list of contents for the First Aid Kit is located in the Operational Diary
- Ensure emergency numbers are displayed in a prominent position at the service
- Ensure the First Aid Kit accompanies them on Regular Outings and Excursions, or in the event of an Emergency Evacuation
- Ensure 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 Operational Diary each time the first aid kit is checked
- Dispose of out-of-date materials appropriately
- 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
- Always let the patient know what first aid is being performed and ask the patient for permission prior to performing any first aid
- Complete the Incident/Injury/Trauma/Illness Record form as soon as possible after administering First Aid
- 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, Incident, Trauma and Illness Policy
- Record the Incident/Injury/Trauma/Illness on the Incident/Injury/Trauma Record or on the Illness Record in the back of the Operational Diary
- Notify CCEL of any Incidents, Illness, Injury or Trauma, and provide a copy of the report to CCEL as soon as is practical and within the required regulatory notification times
- Inform the Service Coordinator of any serious injury or incident to a child or other person at the service, or that requires medical attention
- Keep up to date with any changes in the procedures for the administration of first aid
- Ensure that all patients are adequately supervised while providing first aid and comfort for a patient involved in an incident or suffering trauma
- Practice CPR and administration of an auto-injection device at least annually in accordance with other service policies

Educators

- Support the Responsible Person in the administration of first aid, bearing in mind the safety of the children and staff as first aid is administered
- Notify the Responsible Person of any child or other person who requires first aid
- Assist the Responsible Person in the recording of any incidents requiring first aid

Families

- Provide the required information for the service's medication record
- Provide written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required
- Provide up to date medical and contact information in case of an emergency
- Be 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
- 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

LINKS TO:

- **Education & Care Services National Law**
Section 167
- **Education & Care Services National Regulations**
77, 85, 86, 87, 89, 90, 91, 92, 93, 94, 95, 97, 101, 102c, 136, 137, 161, 162, 168, 169, 170, 171, 172, 176, 183
- **National Quality Standards/Elements:**
2.1, 2.2, 4.1.1, 6.1, 7.1, 7.2.3
- **Child Safe Standards**
1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

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

SOURCES

- Education and Care Services National Regulations
- Education and Care Services National Law
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- ACECQA – First Aid Qualifications and Training
- St John Ambulance Australia
- Safe Work Australia - First aid in the workplace
- Administration of First Aid – Policy and procedure guidelines - ACECQA
- Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services, National Health and Medical Research Council (NHMRC), 5th Edition 2013
- First Aid in the Workplace Guide 2001, Workcover NSW
- Work Health and Safety Act (NSW) 2011
- Work Health and Safety Regulations (NSW) 2011
- NSW Government Code of Practice First Aid in the Workplace, Safework NSW, July 2015
- Anaphylaxis Guidelines for Early Childhood Education and Care Services, NSW

LINKS TO OTHER POLICIES:

- Acceptance & Refusal of Authorisations
- Administration of Medication
- Child-Safe Environment
- Dealing with Medical Conditions
- Emergency & Evacuation
- Enrolment & Orientation
- Incident, Injury, Trauma & Illness
- Infectious Diseases
- Regular Outings & Excursions
- Safe Transportation of Children
- SunSmart
- Water Safety