

## **First Aid Policy**

**NQS 2.1.2** Effective illness and injury management and hygiene practices are promoted and implemented.

**NQS 2.2** Each child is protected

**NQS 2.2.2** Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

### **Introduction**

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

Glenaeon Rudolf Steiner Preschool is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

### **Procedure**

Glenaeon Rudolf Steiner Preschool will ensure:

- all educators including regular casuals, hold current approved first aid qualifications, anaphylaxis management training and emergency asthma management training undertaken through an ACECQA approved provider;
- Copies of first aid qualifications will be kept by the service
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be given first aid according to guidelines and recommended practices of a first aid qualification;
- all incidents will be documented and stored according to regulatory requirements;
- a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the Service.

### **Procedure**

#### **Professional development of staff and educators**

##### **The Approved Provider will ensure:**

- that all educators are supported to ensure they hold current approved first aid qualifications;
- all educators have undertaken current approved anaphylaxis management training;
- all educators have undertaken current approved emergency asthma management training; and
- employee induction includes an induction to the first aid policy, requirements and location of first aid kits.

**The Director and Nominated Supervisor will:**

- ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a staff register;
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

**Administration of first aid to children, families, staff and visitors to the centre****The Approved Provider will:**

- ensure that there is always at least one first aid qualified educator on the premises at all times.
- Notify the Regulatory Authority of any serious incident (as prescribed by the National Regulations) within 24 hours of the incident or of the time they became aware of the incident.

**The Director/Nominated Supervisor will:**

- ensure that enrolment records for each child include a signed consent form for the administration of first aid treatment and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

**In general:**

- administration of first aid will be provided in accordance with first aid training and undertaken by a qualified first aider;
- as per the first aid plan, when necessary to avoid delay of treatment, in the first instance, first aid may be administered by the person who has witnessed the incident/injury/illness- then the Room Leader of the other room will take over administering first aid while the child's educator comforts the child.
- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident; and
- the people administering first aid will be the people who complete the incident/illness/injury/trauma record and pass to the responsible person for verification and signing by parent or guardian.

**First aid supplies****The Approved Provider will ensure that:**

- the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service and the number of staff employed;
- first aid kits are stored in prominent positions, specifically, in the children's bathroom and staff kitchen;
- have illness and incident report forms available in order to record all treatments administered at the Glenaeon Rudolf Steiner Preschool;
- the first aid kits are suitably equipped (as determined by a Risk Assessment), contain a list of contents, easily accessible and recognisable; and
- do not contain over the counter non-prescription medications; and

- portable first aid kits are carried on all field excursions.

**Educators and staff will:**

- ensure a first aid box checklist is kept in every first aid kit;
- regularly monitor supplies, documenting checks each term of these checks and update stock as required; and
- discard and replace out of date stock.

**Documentation and record keeping**

**Educators and staff will:**

- complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses that occur at the centre; and ensure that it is signed by the parent or guardian and a copy of the accident/incident report will be made available for parents/guardians on request.

**The Approved Provider will:**

- ensure records are confidentially stored for the specified period of time as required by the National Regulation.

**Serious Incidents and Emergencies**

The notification of a serious incident to a regulatory authority is needed where emergency services attended an education and care service in response to an emergency, rather than as a precaution or for any other reason. An emergency is defined as an incident, situation or event where there is an imminent or severe risk to the health, safety and wellbeing of any person present at a service.

Serious Incidents, as defined by the NQF (requiring first aid), can include:

- the death of a child while that child is being educated and cared for at the service or following an incident while that child was being cared for by the service
- a serious injury or trauma while the child is being educated and cared for, which:
  - required urgent medical attention from a registered medical practitioner; or
  - the child attended or should have attended a hospital (e.g. a broken limb)
- any incident involving serious illness at the service, where the child attended, or should have attended a hospital (e.g. severe asthma attack, seizure or anaphylaxis)
- any emergency for which emergency services attended. NOTE: It does not mean an incident where emergency services attended as a precaution.

A serious injury, illness or trauma includes:

- Amputation
- Anaphylactic reaction requiring hospitalisation
- Asthma requiring hospitalisation
- Broken bone/Fractures
- Bronchiolitis
- Burns

- Diarrhoea requiring hospitalisation
- Epileptic seizures
- Head injuries
- Measles
- Meningococcal infection
- Sexual assault
- Witnessing violence or a frightening event

There is a summary of all notifications and timeframes on the ACECQA website:

<https://www.acecqa.gov.au/resources/applications/notification-types-and-timeframes>

**The Approved Provider will ensure:**

- the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service. Complaints, incidents and serious incidents must be notified to the regulatory authority through the National Quality Agenda IT System (NQA IT System). If access to the NQA IT System for events that require notification under the National Law within a 24 hour period is unavailable, the regulatory authority must be contacted.
- that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid.
- a copy of the incident report will be provided to the family as soon as possible; and
- educators and staff are aware of the procedures around managing serious incidents.

**The Nominated Supervisor or responsible person will:**

- notify parents of any serious incident; and
- arrange for medical intervention if required.
- Arrange that a staff member accompanies the child and/or family to the hospital and/or medical centre if possible or required.

**Educators and staff will:**

- manage serious incidents as per this policy; and
- notify the Nominated Supervisor and Provider immediately after the serious incident has occurred.

**Sources**

- Australian Children’s Education & Care Quality Authority. (2014).
- Guide to the National Law and the National Regulations
- National Quality Standard
- Safe Work Australia Legislative Fact Sheets First Aiders

**Review**

Management and staff will monitor and review the effectiveness of the first aid policy regularly. Updated information will be incorporated as needed.

Date Reviewed	Modifications	Next Policy Review Due
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Feb 2013	Policy created	.
Oct 2014	Amendments to accompanying parents to medical care	.
Nov 2015		
Dec 2016		
Jan 2018	<ul style="list-style-type: none"> <li>• Updated to include revised National Quality Standard</li> <li>• Minor changes to wording.</li> <li>• Additional information relating to serious incidents added.</li> </ul>	Jan 2019
April 2019	<ul style="list-style-type: none"> <li>• Minor changes to wording</li> </ul>	April 2020