



First Aid Policy

Quality Area 2:
Children's Health
and Safety

POLICY STATEMENT

First aid can preserve life, prevent a condition from worsening and promote recovery. East Lismore Community Preschool is committed to providing a safe and healthy environment that minimises the risk of illness or injury. All staff have a duty of care to provide prompt basic first aid and to take positive steps towards maintaining the health and safety of each child.

NATIONAL QUALITY STANDARDS

Element 2.1.2

Health practices and procedures – Effective illness and injury management and hygiene practices are promoted and implemented.

Element 2.2.1

Supervision – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Element 2.2.2

Incident and Emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities practised and implemented

AIMS

That emergency first aid treatment is provided in the event of an illness or injury. To ensure that further risk to staff and children is minimised in the event of an illness or injury. That appropriate systems are developed to ensure accurate recording of incidents and injuries at Preschool.

IMPLEMENTATION – RESPONSIBILITIES

First aid qualifications

In accordance with National Regulation 136 (1), the following persons are to be in attendance at all times that children are being cared for at preschool or when children are taken offsite for an excursion

- At least one staff member who holds a current approved first aid qualification
- At least one staff member who has undertaken current approved anaphylaxis management training
- At least one staff member who has undertaken current approved emergency asthma management training

Copies of first aid qualifications for all staff to be kept in staff records on premises. First Aid Qualifications must be acquired through an approved provider as deemed so by ACECQA.

All our qualified first aid officers are on display for easy identification in an emergency

First Aid Kits

First aid kits should be kept and appropriately stocked in accordance with Regulation 89. There must be appropriate number of first aid kits, and they must be suitably stocked including a suitable Epi-pen. First aid kits should be readily accessible and in open sight for access by adults at the Preschool.

A portable first aid kit suitably stocked and stored must always be accessible and taken when any child is taken off site eg. Excursions.

First aid kits should be regularly reviewed and any out of date stock discarded and replaced. Ensure that a first aid checklist is kept with all first aid boxes.

Delivering First Aid

Adequate infection control must always be practised when administering first aid or cleaning up blood or bodily fluids. Including

- Covering Cuts and abrasions with water proof occlusive dressing to avoid contamination between people
- Wear personal protective equipment as required which may include gloves, aprons, eye protection or a mask
- Washing hands thoroughly after any contact

In the event that first aid response is required for a child at preschool, a child incident, injury, trauma and illness record must be completed and the parents and guardians must be informed about the first aid provided to their children.

In the event that first aid response is required for a staff member at preschool, a staff incident, injury, trauma and illness record must be completed.

Ambulance attendance at preschool

An Ambulance will be called in the following (but not limited to) instances where are child or person is:

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

Displayed Phone numbers

Emergency phone numbers including emergency services and poisons information lines to be displayed next to every telephone in the service

IMPLEMENTATION – ROLES

The Approved Provider is responsible for:

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167)
- Ensuring compliance with Regulation 136 (1) that a staff member is always in attendance when children are being cared for at Preschool with a current qualification in first aid, anaphylaxis and asthma management.
- Ensuring that there is an appropriate number of up-to-date fully equipped first aid kits that meet Australian Standards
- Ensuring that there is a suitable portable first aid kit that can be taken offsite
- Ensuring that first aid training details are recorded on each staff member
- Ensuring the induction process for all new staff and workplace students includes providing information on the location of first aid kits
- Ensuring a resuscitation flow chart is displayed in the indoor and outside environments
- Notifying the regulatory authority of any serious incident under the definition of Regulation 12 within 24hrs of the incident (Regulation 176)

The Nominated Supervisor is responsible for:

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- Responding and following up any identified hazards in the indoor and outdoor environment
- When rostering staff, ensuring there is compliance with Regulation 136 (1) that a staff member is always in attendance when children are being cared for at Preschool with a current qualification in first aid, anaphylaxis and asthma management.
- Informing the Approved Provider of any serious incidents in line with Regulation 12 and ensuring the incident is reported to the regulatory authority
- Ensuring that parents are informed of any first aid that is provided to a child at the Preschool and that an incident, injury, trauma and illness form is appropriately completed. And that this form is stored in a confidential way for 25 years
- Ensuring the induction process for all new staff and workplace students includes providing information on the location of first aid kits
- Ensuring a resuscitation flow chart is displayed in the indoor and outside environments
- Ensuring that a first aid kit is taken on all excursions
- Ensuring the first aid kits are appropriately stocked at all times

Early Childhood Teachers/Educators are responsible for:

- Implementing appropriate first aid when necessary
- Completing a Work Health and Safety Hazard Report Form when a hazard is identified
- Maintaining current approved first aid qualifications and qualifications in anaphylaxis and emergency asthma management, as required
- Ensuring that all children are adequately supervised while providing first aid and comfort for a child
- Ensuring that all the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record

Families are responsible for:

- Providing written consent for service staff to administer first aid and call an ambulance, if required through the enrolment form
- Ensuring they provide emergency contact details through the enrolment form
- Providing the Preschool with any medical information including medications and medical needs relevant to their child

SOURCES

St John Ambulance Australia (NSW)
First aid in the workplace

LEGISLATION

Education and Care Services National Law Act 2010
Education and Care Services National Regulations: Regulation 12, 87, 89, 136, 137, 168, 245
Work, Health and Safety (WHS) Act 2011

AUTHORISATION

This policy was adopted by the Approved Provider of East Lismore Community Preschool on 12th June 2020.

REVIEW DATE

This policy will be monitored to ensure compliance with legislative requirements
This policy is set to be reviewed every 2 years unless required earlier due to changes in the workplace or legislative requirements.
Next review date June 2022