

First Aid Policy

Introduction and Purpose

First aid is the emergency aid or treatment given to persons suffering illness or injury following an incident and prior to obtaining professional medical services if required.

The Approved Service is committed to providing a safe and healthy environment for all stakeholders.

Procedure

- First aid is to be applied to the extent of the qualification, ability and knowledge of the person/s conducting the first aid treatment. The person is not to conduct treatment beyond their qualification, ability and knowledge.
- Educators and staff are aware of their duty of care to all stakeholders in providing appropriate first aid treatment.
- Treat all head/face injuries as potentially serious.
- Contact emergency services (Phone 000 or Mobile 112) to seek medical treatment as deemed necessary.
- Contact the staff of the Approved Service so they can lend assistance, where possible, and contact parent/guardians.
- Educators are to use their discretion when deciding to seek medical treatment for a child/ren.
- When applying first aid be aware of contact with blood or bodily fluids and wear gloves and, as necessary, wash contaminated area/s in warm soapy water and seek medical advice.
- All incidents will be documented, records stored and parent/guardians notified according to regulatory requirements (see Incident Injury Trauma and Illness Policy).
- Implement preventive measures to eliminate the risk, or control measures to minimise the risk.
- A risk management approach to health and safety shall be adopted.
- Educators conduct daily checks to ensure the environment is safe in order to plan experiences for children.

Additional Information

First Aid Kit and Resources

- The Educator must have available a 'C' classification first aid kit at the service, and during excursions, at all times. The location and container of the first aid kit/s must be clearly labelled and/or signposted but remain inaccessible to children.
- The Approved Service conducts annual risk assessments, at each residence, which includes inspection of first aid kits. Educators are to replenish first aid kit stock as required.
- Display a Cardio Pulmonary Resuscitation (CPR) flow chart in both in the indoor and outdoor area.

First Aid Training (See Professional Development Policy)

- All educators are supported to ensure they hold valid recognised first aid, asthma and anaphylaxis management and CPR qualifications.
- Educators require minimum qualifications as defined by law, regulation and standards. The Educator is responsible to ensure that these qualification are valid and updated as necessary to remain valid. For first aid there qualification are:
 - Approved first aid qualification valid for 3 years from completion.
 - Approved anaphylaxis management training valid for 3 years from completion.
 - Approved asthma management training valid for 3 years from completion.
 - Approved CPR qualification valid for 1 year from completion.

Responsibilities

Approved Service - Staff

- Ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date with refresher first aid and CPR training.
- Collaborate and consult with staff and Educators to develop and implement a risk assessment and management strategies.

- Guide Educators in conducting risk assessments of the environment to determine likely injuries and incidents that may occur and implement risk management strategies.
- Implement preventive measures to eliminate the risk, or control measures to minimise the risk.
- The Approved Service provides a list of first aid kit items required for each Educators.
- Educator induction includes orientation with the First Aid Policy. A list of emergency contact details are provided to Educators.
- Ensure that enrolment records for each child include a signed consent form for the administration of first aid.
- The first aid kit located at the Approved Service office will be reviewed and replenished at least once per year.

Reference/Source

Work Health and Safety Act and Regulation 2011

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011. Part 4.2 – 89. Part 4.4 – 136. Part 4.7 – 168. Part 5.2 – 190.

National Quality Standard for Early Childhood Education and Care and School Age Care. Quality Area 2, 4 & 7.