

## STATEMENT

Under the Education and Care Services National Regulations the approved provider must ensure policies and procedures are in place for the administration of first aid (Reg. 168) and take reasonable steps to ensure policies and procedures are followed. First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an early childhood service where Educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

Kogarah Community Services (KCS) provides and maintains a high level of care for children attending our service. KCS will ensure that at least one suitably qualified Educator is present at the service at any time during the service operation hours to ensure administration of first aid to children in care.

## PURPOSE

Our OSHC Service has a duty of care to provide and protect the health and safety of children, Educators, and visitors of the Service. This policy aims to support educators to:

- Preserve life;
- Ensure the environment is safe and other people are not in danger of becoming ill or injured;
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes;
- Relieve pain if possible;
- Monitor ill or injured persons and promote recovery;
- Provide immediate and effective first aid to children or adults;
- Apply additional first aid if the condition does not improve.

*'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.'* (Safe Work Australia).

## SCOPE

This policy applies to children, families, educators, staff, approved provider, nominated supervisor, management, and visitors of the Service.

## IMPLEMENTATION

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. Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

## MANAGEMENT IS RESPONSIBLE FOR:

- Taking every reasonable precaution to protect children at the Service from harm and/or hazards that can cause injury.
- Ensuring that the following qualified staff members are in attendance at all times the Service is providing education and care to children:
  - At least one educator or the Responsible Person who holds a current ACECQA approved first aid qualifications;
  - At least one educator or the Responsible Person of the Service who has undertaken current approved anaphylaxis management training;
  - At least one educator or the Responsible Person of the Service who has undertaken current approved emergency asthma management training.

- Ensuring a risk assessment is conducted prior to an excursion or regular outing to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimized. (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]
- providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards including transportable first-aid kits to be used on excursions and when providing transportation
- Ensuring that first aid training details are recorded and kept up to date on each staff member's record.
- Ensuring there is an induction process for all new educators that includes providing information on the location of first aid kits and specific first aid requirements and individual children's allergies and individual medical management plans.
- Ensuring that parents are notified when practicable or within 24 hours if their child is involved in an incident, injury, trauma or illness at the Service and that details are recorded on the Incident/Injury/Trauma/Illness/First Aid Record.
- Ensuring the Regulatory Authority is notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the OSHC Service.
- Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the OSHC Service.
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that relevant educators are informed of these changes.

**NOMINATED SUPERVISOR/RESPONSIBLE PERSON WILL:**

- Maintain a current approved first aid qualification.
- Support educators when dealing with a serious incident and/or trauma.
- Provide and maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards.
- Provide and maintain a transportable first aid kit/s that can be taken to excursions and other activities
- monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached
- Dispose of out-of-date materials and supplies appropriately.
- Ensure signs are clearly displayed to show the location of first aid kits.
- ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA
- keep up to date with any changes in the procedures for the administration of first aid
- Contact families immediately if a child in care has had a head injury or any incident where an ambulance and/or immediate medical treatment is needed.
- Ensure that appropriate documentation is being recorded by the Nominated Supervisor / Responsible Person regarding incidents, injury, trauma, and illnesses and the administration of first aid. Documentation of the following must be recorded:
  - Name and age of the child
  - Circumstances leading to the incident, injury, trauma, or illness (including any symptoms)
  - Time and date
  - Details of action taken by the Service including any medication administered, first aid provided or
  - Medical personnel contacted (if any)
  - Details of any witnesses
  - Names of any person the Service notified or attempted to notify, and the time and date of this
  - Signature of the person completing the record, and time and date of this.
- ensure families are notified of any event requiring first aid administration as soon as practicable but no later than 24 hours after the incident, injury or trauma requiring first aid

**EDUCATORS WILL:**

- Implement appropriate first aid procedures, when necessary, by adhering to the Service's Administration of First Aid Procedure
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required (Safe Work Australia recommends first aid qualifications should be renewed every three years)
- Refresh their CPR as required
- Ensure all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- Ensure details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record accurately
- Conduct a risk assessment prior to an excursion, regular outing or when providing regular transportation of children to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]

**FAMILIES WILL:**

- Sign OSHC Service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child
- Provide the required information for the Service's medication record
- provide the service with a medical management plan for their child if required
- Provide written consent (via the enrolment record) for service staff to administer first aid
- provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record.

**FIRST AID KIT**

The Approved Provider of the Service will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations (regulation 89).

All First Aid Kits at the Service must:

- be suitably equipped
- not be locked
- not contain paracetamol
- be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Service
- be easily accessible to staff and educators
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- contain a list of the contents of the kit
- be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not degraded or expired
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
- be easily recognisable
- be easy to access and if applicable, located where there is a risk of injury occurring
- include emergency telephone numbers
- be provided in each work vehicle

- be stocked with precautionary items such as sunscreen if using outdoors.
- be taken on excursions
- be maintained in proper condition and the contents restocked as required.

Our First Aid Officers are responsible for conducting and maintaining each first aid kit by complying with the First Aid Checklist, certifying each kit has the required quantities, items are within their expiry dates, and sterile products are sealed. This will occur after each use or if unused, at least annually.

Individuals along with the Nominated Supervisor will also consider whether the first aid kits and components are appropriate and effective for the Service's hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the Nominated Supervisor.

Our Service will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

### FIRST AID KIT CHECKLIST

Our Service has created a first aid checklist. We will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at our Service and what injuries children or adults may incur. We will review our incident, injury, trauma and illness records to assist us in making an informed decision about what to include.

For further advice on first aid in the workplace, refer to the following website for state and territory specifications.

<https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/first-aid>

### CONTINUOUS IMPROVEMENT/REFLECTION

The Administration Of First Aid Policy will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

### COMPLIANCE

NATIONAL QUALITY STANDARD (NQS)		
QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazards.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW NSW	
12	Meeting of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness

87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical Conditions Policy
92	Medication Record
93	Administration of medication
94	Exception to authorisation requirement-anaphylaxis or asthma emergency
97	Emergency and evacuation procedures
101	Conduct a risk assessment for excursions
102C	Conduct a risk assessment for transporting of children by the education and care service
136	First aid qualifications
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168 (2)(a)(iv)	Education and care service must have policies and procedures
170	Policies and procedures to be followed
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

## RESOURCE

[Asthma First Aid A4 Poster](#)

[Asthma Action Plan](#)

[Supporting the Continuity of Asthma Care \(for patients with severe asthma during Coronavirus \(COVID-19\) pandemic\)](#)

## SOURCE

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines- Administration of First Aid Policy Guidelines
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).
- Education and Care Services National Regulations. (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2017). (Amended 2020).
- Revised National Quality Standard. (2018).
- Safe Work Australia First Aid in the Workplace Code of Practice: <https://www.safeworkaustralia.gov.au/law-and-regulation/codes-practice>
- Safe Work Australia Legislative Fact Sheets First Aiders

## RELATED DOCUMENTS

- Administration of Medication Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Diabetes Management Policy
- Incident, Illness, Accident and Trauma Policy
- Responsible Person Policy
- Work Health and Safety Policy

## RECORD OF REVISIONS

Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with KCS. KCS may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on KCS and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.

<b>File Reference</b>	CSP006 - Administration of First Aid				
<b>Date Created</b>	15/10/2021	<b>Created By</b>	Jordan Ross	<b>Responsible</b>	Children's Services Manager

Version Number	Modified or Reviewed by	Modifications Made/Notes	Date	STATUS (Internal, External, Archived)
V1	OM	Compliance with NQF & Rebrand	January 2016	External
V2	TT	Updated content from KCS Medical Conditions Policy	August 2020	External
V3	MT	Content Review	November 2020	External
V4	SR	Content Review	February 2021	External
V5	JR	New Format <ul style="list-style-type: none"> <li>• Changes to 'educator will ensure' the information in the previous version related only to Asthma Management</li> <li>• Removed               <ul style="list-style-type: none"> <li>○ RISK MINIMISATION PLAN FOR A CHILD WITH DIAGNOSED ASTHMA</li> <li>○ Communication Plan</li> <li>○ Both these points relate to Asthma policy</li> </ul> </li> <li>• Information relating to 'families will'               <ul style="list-style-type: none"> <li>○ Information was previously specific to Asthma. New information from childcare desktop policy has been included</li> </ul> </li> </ul>	October 2021	External
V5	MT	Content reviewed, formatting and approval	19/11/21	External
V6	JR	<ul style="list-style-type: none"> <li>• policy maintenance - no major changes to policy</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> </ul>	16/02/23	External