

POLICY – ADMINISTRATION OF FIRST AID

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1. National Quality Standards

| Quality Area 2: Children’s Health and Safety | | |
|--|-----------------------------------|--|
| Area | Concept | Descriptor |
| 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 hazard. |
| 2.2.2 | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. |

2. Purpose

2.1 Baringa Child Care Centre Association Incorporated (Baringa) is committed to providing a safe and healthy environment that is inclusive for all children, staff, visitors, and family members. 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).

3. Scope

3.1 This policy applies to children, families, staff, management and visitors of Baringa.

4. Policy Statement

4.1 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.

5. Implementation

5.1 Centre Management will ensure:

1. Every reasonable precaution to protect children at the Service from harm and/or hazards that can cause injury.
2. That the following qualified people are in attendance at all times the service is providing education and care to children. At least one staff member of one nominated supervisor who:
 - holds a current ACECQA approved first aid qualifications.
 - has undertaken current approved anaphylaxis management training.
 - has undertaken current approved emergency asthma management training (one staff member may hold one or more of the three qualifications).
3. A first aid officer is nominated.
4. A risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
5. First aid training details are recorded and kept up to date on each staff member's record.
6. There is an induction process for all new staff, including casual and relief staff, 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.
7. 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 Report.

8. The Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service.
9. Staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid.
10. A resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the Service.
11. Currency with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

5.2 A Nominated Supervisor/Responsible Person will:

1. Maintain a current approved first aid qualification.
2. Support staff when dealing with a serious incident and/or trauma.
3. Ensure safety signs showing the location of first aid kits are clearly displayed.
4. 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.
5. Provide training for the administration of an auto-injector device annually and document on staff files.
6. Keep up to date with any changes in the procedures for the administration of first aid.
7. Contact families immediately if a child has had a head injury whilst at Baringa.
8. 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
 - 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 making the entry, and time and date of this.

5.3 Nominated First Aid Officer will, in addition to the responsibilities outlined in 4.3:

1. Provide and maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards.
2. Provide and maintain a transportable first aid kit/s that can be taken to excursions and other activities.
3. Monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached.
4. Dispose of out-of-date materials and supplies appropriately.
5. Conduct a risk assessment prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.

5.4 Educators will:

1. Implement appropriate first aid procedures when necessary.
2. Maintain current approved first aid qualifications as provided by Baringa annually, and qualifications in anaphylaxis management and emergency asthma management as required (Safe Work Australia recommends first aid qualifications should be renewed every three years).
3. Refresh their practice CPR and administration of an auto-injector device training at least annually, as provided by Baringa.
4. Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.
5. Ensure that the details of any incident requiring the administration of first aid are recorded on the Incident Record accurately.
6. Provide parents of children who have suffered an accident, illness or injury with an Incident Report detailing the nature of the incident, and any treatment that was administered.

5.5 Parents will:

1. Sign an Incident Report for 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.
2. Provide the required information for Baringa's medication record.
3. Provide written consent (via the enrolment record) for service staff to administer first aid and call an ambulance if required.
4. Be contactable, either directly or through emergency contacts listed on the child's enrolment record.

6. First Aid Kit

6.1 Centre Management will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations (regulation 89).

6.2 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, and location of the nearest first aid trained educators
- display a photograph of the first aid trained educators, along with contact details to assist in the identification process
- be stocked with precautionary items such as sunscreen and water if using outdoors.
- be taken on excursions
- be maintained in proper condition and the contents restocked as required.

6.3 Our First Aid delegated individual responsible for maintaining all First Aid kits at the Service is:

| FIRST AID OFFICER | |
|--|--|
| Name | Nicole Klomp |
| Role | Educator |
| Number of First Aid Kits Responsible for at the Service: | 13 kits total <ul style="list-style-type: none"> • 7 full kits (one in each education room and one in the front office) • 6 evacuation kits (one in each room) |
| Additional First Aid Officer: | Rachael Stephenson |

1. This individual is 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.
2. Along with the Nominated Supervisor, the First Aid Officer 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.
3. Baringa 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.

6.4 First Aid Kit Checklist - Baringa requires the nominated First Aid Officer to sign an agreement as shown in appendix 2 and has implemented a checklist included as appendix 3. The checklist has been customised following analysis of the number of children at our Service and what injuries children or adults may incur, and in conjunction with current legislative requirements. For further advice on first aid in the workplace, refer to the [Safe Work Australia](http://www.safeworkaustralia.gov.au) website for state and territory specifications.

7. Feedback

Families and staff may provide feedback about this document by emailing admin@baringa.org.au.

8. **Approval and Review Details**

| Approval and Review | Details |
|----------------------------|-------------------|
| Approval Authority | Centre Management |
| Administrator | Centre Director |
| Next Review Date | February 2024 |

| History | Details |
|--------------------------------------|--|
| Original Approval Authority and Date | 8 February 2021 This policy supersedes S26 <i>Emergency Aid and Medical Treatment</i> , Baringa Policies and Procedure Manual |
| Amendment Authority and Date | N/A |

Appendix 1 Education and Care Services National Regulations

| Education and Care Services National Regulations | |
|---|---|
| 12 | Meaning 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 |
| 97 | Emergency and evacuation procedures |
| 136 | First aid qualifications |
| 161 | Authorisations to be kept in enrolment record |
| 162 | Health information to be kept in enrolment record |
| 168 | Education and care service must have policies and procedures |
| 174 | Prescribed information to be notified to Regulatory Authority |
| 176 | Time to notify certain information to Regulatory Authority |

Appendix 2 First Aid Officer

| | |
|----------------|--|
| EMPLOYEE NAME: | |
| POSITION: | |
| DATE: | |
| SUPERVISOR: | |

The First Aid Officer is responsible for:

- Monitoring and maintaining first aid equipment throughout the service.
- Administering first aid.
- Assisting the WHS Officer in monitoring and reporting WHS risks and incidents.

REQUIREMENTS:

The First Aid Officer must:

- Have a current first aid and CPR qualification approved by ACECQA.
- Ensure Asthma and Anaphylaxis training is current.
- Be capable of calmly performing all responsibilities.
- Be physically capable of performing first aid techniques such as CPR.
- Have a thorough understanding of how to reduce or eliminate cross contamination of infections and medical supplies.
- Agree to undertake the role and fulfil the duties and responsibilities as outlined.

MAIN DUTIES / RESPONSIBILITIES:

The First Aid Officer must:

- Maintain approved first aid training.
- Maintain approved asthma and anaphylaxis training.
- Maintain compliance by completing CPR refresher training every 12 months.
- Provide first aid to all persons when required.
- Call for, or organise for another to call for appropriate assistance (such as ambulance) as required.
- Be familiar with details of children with special medical requirements, and the location of required medications such as asthma inhalers, auto injectors (Epi Pen, Anapen), etc.
- Be familiar with medical resources in the local area (e.g. Is there a defibrillator in the immediate area of the service?)
- Conduct monthly first aid kit checks to ensure all supplies are present and are not out of date.
- Organise for the prompt replacement of used, missing, and/or out of date first aid supplies and equipment.
- Assist the WHS Officer to conduct risk and incident checks.
- Assist with any incident connected with the use of first aid supplies.

| | | | |
|--|--|-------|--|
| I have received, reviewed and understand the job responsibilities for the First Aid Officer. | | | |
| I comprehend that I am responsible for the satisfactory execution of the job role and will adhere to all requirements. | | | |
| EMPLOYEE NAME: | | DATE: | |
| EMPLOYEE SIGNATURE: | | | |



Appendix 3 First Aid Kit – Inventory and Checklist

The Baringa First Aid Officer will use this form to complete regular first aid supply checks in the following locations:

1. Melaleuca/Hakea Room
2. Acacia Room
3. Hibiscus Room
4. Banksia/Grevillea Room
5. Storeroom (large brown box)
6. Sleep Room

The First Aid Officer will also ask Team Leaders if they require any first aid supplies, check and update the medical folders in each room, and check and update allergy and intolerance list for the Centre Cook and medical folders ((share point/medical/ allergies and intolerances/ top document)

QUANTITIES BASED ON: 20 – 40 CHILDREN (USE AS A GUIDE AND INCREASE AS REQUIRED)

| ITEM | QUANTITY | EXPIRY DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE |
|---|----------|-------------|------------|------------|------------|------------|------------|------------|
| Current First Aid book, including Cardio-Pulmonary Resuscitation (CPR) flow chart | 1 | | | | | | | |
| Notebook and pen/pencil | 1 | | | | | | | |
| Resuscitation face mask or face shield | 2 | | | | | | | |
| Disposable nitrile examination gloves | 6 pairs | | | | | | | |
| Digital thermometer | 1 | | | | | | | |
| Tweezers – fine point | 1 | | | | | | | |
| Splinter probes (single use disposable) | 10 | | | | | | | |

| ITEM | QUANTITY | EXPIRY DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE |
|---|------------|-------------|------------|------------|------------|------------|------------|------------|
| Scissors (sharp blunt) | 1 | | | | | | | |
| Safety pins | Pk. of 12 | | | | | | | |
| Plastic bags (clip seal / zip lock) | 6 | | | | | | | |
| Thermal blanket | 1 | | | | | | | |
| Instant hot/cold pack | 2 | | | | | | | |
| Gauze pieces 7.5 x 7.5 (3 pack) | 5 packs | | | | | | | |
| Saline (sodium chloride) (15 ml) | 16 | | | | | | | |
| Wound cleaning wipes (single 1% Cetrimide BP) | 10 | | | | | | | |
| Adhesive dressing strips (band aids) Pk. of 50 | 1 | | | | | | | |
| Butterfly closures Pk. of 10 | 1 | | | | | | | |
| Antiseptic liquid/spray (50 ml) | 1 | | | | | | | |
| Sting relief cream, spray, or gel | 1 | | | | | | | |
| Hydro gel sachets (for burns) | 8 | | | | | | | |
| Cotton applicators | Pk. of 100 | | | | | | | |
| Non-adherent wound dressing/pad 5 x 5 (small) | 6 | | | | | | | |
| Non-adherent wound dressing/pad 10 x 10 (large) | 2 | | | | | | | |
| Conforming cotton bandage 5 cm width | 3 | | | | | | | |

| ITEM | QUANTITY | EXPIRY DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE |
|--|----------|-------------|------------|------------|------------|------------|------------|------------|
| Conforming cotton bandage 7.5 cm width | 2 | | | | | | | |
| Conforming cotton bandage 10 cm width | 2 | | | | | | | |
| Crepe bandage 5 cm | 3 | | | | | | | |
| Crepe bandage 7.5 cm | 2 | | | | | | | |
| Crepe bandage 10 cm | 2 | | | | | | | |
| Non-stretch hypoallergenic adhesive tape 2.5 cm roll | 1 | | | | | | | |
| BPC wound dressing, No. 13 (small) | 2 | | | | | | | |
| BPC wound dressing, No. 14 (medium) | 2 | | | | | | | |
| BPC wound dressing, No. 15 (large) | 2 | | | | | | | |
| Dressing – combine pad 10 x 10 cm | 4 | | | | | | | |
| Dressing – combine pad 10 x 20 cm | 2 | | | | | | | |
| Calico triangular bandage 155 x 110 | 5 | | | | | | | |
| Eye pad – sterile single use | 5 | | | | | | | |
| Small Splint | 2 | | | | | | | |
| Emergency Numbers (000, Poison etc.) | 1 | | | | | | | |
| Optional: Adrenalin auto-injector (for emergencies) | 1 | | | | | | | |
| Optional: asthma-relieving inhaler (for emergencies) | 1 | | | | | | | |

| ITEM | QUANTITY | EXPIRY DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE | CHECK DATE |
|---|----------|-------------|--|------------|------------|------------|------------|------------|
| Child-specific medications: | | | | | | | | |
| Paracetamol | | | | | | | | |
| Source: Safe work Australia – First aid in the workplace Code of Practice July 2019 | | | SIGNATURE OF STAFF MEMBER CHECKING SUPPLIES: | | | | | |
| | | | | | | | | |

Appendix 4 Source

Australian Children's Education & Care Quality Authority. (2014).

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2020)

Revised National Quality Standard. (2018).

Safe Work Australia First Aid in the Workplace Code of Practice: <https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace>

Safe Work Australia Legislative Fact Sheets First Aiders: <https://www.safeworkaustralia.gov.au/first-aid>