

PLC SYDNEY PRESCHOOL

# ADMINISTRATION OF FIRST AID POLICY

**POL2.8.1.**

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<b>Name of Policy</b>	PLC SYDNEY PRESCHOOL ADMINISTRATION OF FIRST AID POLICY
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## 1 RELATED LEGISLATION AND REFERENCES

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This information refers to Quality Area 2 of the National Quality Standards: Children's Health and Safety.

- *Education and Care Services National Law Act 2010*: Sections 167, 169
- *Education and Care Services National Regulations 2011*: Regulations 87,89,136,137,168, 245
- *Work Health and Safety Act 2011*
- *Children and Young Persons (Care and Protection Act 1998)*

## 2 INTRODUCTION

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The First Aid Policy, strategies and practices are designed to support Educators to:

- Ensure that ill or injured persons are stabilised and comforted until medical help intervenes.
- Monitor ill or injured persons in the recovery stage.
- Apply further first aid strategies if the condition does not improve.
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.

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 deemed necessary. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

## 3 OUTCOMES

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First Aid can preserve life, prevent a condition from worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care to take positive steps towards maintaining the health and safety of each child.

## 4 STRATEGIES

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### 4.1 FIRST AID QUALIFICATIONS

The following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service:

- A. At least one Educator who holds a current approved first aid qualification.
- B. At least one Educator who has undertaken current approved anaphylaxis management training.
- C. At least one Educator who has undertaken current approved emergency asthma management training.
  - First Aid Qualifications must be acquired through an approved provider as deemed so by ACECQA .
  - Copies of First Aid Qualifications will be stored in Staff Records.
  - The Preschool informs children, families, and Educators of those persons who hold First Aid Qualifications.

### 4.2 FIRST AID ACTION RESPONSE

Generally first aid is provided in response to unpredictable illness or injury. Educators have an obligation to ensure parents and guardians are informed about first aid provided to their children.

### 4.3 THE NEED FOR AN AMBULANCE

An ambulance will be called when the following instances, but not limited to, occur to a person or child at the Preschool:

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

The Educator responsible for first aid will assess each circumstance thoroughly when making the decision to call an ambulance.

#### **4.4 INFECTION AND PREVENTION CONTROL**

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to:

- Cover cuts and abrasions with waterproof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or bodily fluids.
- Wear protective gloves when in contact with body fluids, non contact skin and mucous membranes.
- Wear a mask and eye protection where there is a risk of splashing blood or other bodily fluids
- Remove any broken glass or sharp material with forceps or tongs and place in the container.
- Wash hands thoroughly after direct contact with the injured person or blood/body fluids, with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

#### **4.5 POISONS INFORMATION CENTRE**

The Poisons Information Centre telephone number 131 126 is displayed:

- Next to every telephone in the Preschool.
- Where dangerous products are stored.

## 5 ROLES AND RESPONSIBILITIES

ROLE	AUTHORITY/RESPONSIBILITY FOR
Approved Provider	<ul style="list-style-type: none"> <li>● Ensuring that every reasonable precaution is taken to protect children at the Preschool from harm and hazards that are likely to cause injury (Section 167).</li> <li>● Ensuring that at least one Educator with current approved First Aid Qualifications is in attendance and immediately available at all times that children are being educated and cared for by the Preschool (<i>Regulation 136</i>). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.</li> <li>● Appointing a staff member to be the nominated first aid officer.</li> <li>● Advising families that a list of first aid and other health products used by the Preschool is available for their information, and that first aid kits can be inspected on request.</li> <li>● Providing and maintaining an appropriate number of up to-date, fully-equipped first aid kits that meet Australian Standards.</li> <li>● Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities.</li> <li>● Ensuring that first aid training details are recorded on each staff member's record.</li> <li>● Ensuring safety signs showing the location of first aid kits are clearly displayed.</li> <li>● Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.</li> <li>● Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the Preschool.</li> <li>● Keeping up to date with any changes in procedures for administration of first aid and ensuring that all Educators are informed of these changes.</li> </ul>

<p>Nominated Supervisor</p>	<ul style="list-style-type: none"> <li>• Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the <i>National Act</i> (Section 169(4)) and <i>National Regulations</i> (Regulation 137), and are approved by ACECQA.</li> <li>• Ensuring a portable first aid kit is taken on all excursions and other offsite activities.</li> <li>• Monitoring the contents of all first aid kits and arranging with the Approved Provider for replacement of stock, including when the use-by date has been reached.</li> <li>• Disposing of out-of-date materials appropriately.</li> <li>• Keeping up to date with any changes in the procedures for the administration of first aid.</li> </ul>
<p>Nominated First Aid Officer</p>	<ul style="list-style-type: none"> <li>• Implementing appropriate first aid procedures when necessary.</li> <li>• Maintaining a current approved first aid qualification, anaphylaxis management training and emergency asthma management training, as required.</li> <li>• Practicing CPR and administration of an auto-injection device at least annually.</li> <li>• Keeping up to date with any changes in the procedures for the administration of first aid.</li> <li>• Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.</li> <li>• Ensuring that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness record.</li> <li>• Notifying the Nominated Supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training.</li> </ul>
<p>Families</p>	<ul style="list-style-type: none"> <li>• Providing the required information for the service's medication record.</li> <li>• Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required.</li> <li>• Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.</li> <li>• Paying for any costs associated with an ambulance call out.</li> </ul>



## 6 POLICY EVALUATION AND REVIEW

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This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with *R. 172 of the Education and Care Services National Regulations*, the Preschool will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

<b>Policy review date</b>	<b>Modifications</b>	<b>Next review date</b>
March 2021	Checked for currency (Head of Compliance)	May 2022

