

# **First Aid**



## **Policy**

We will ensure that all permanent educators hold an Apply First Aid qualification, and that all children, educators, families and visitors who are involved in accidents and incidents while at the centre and require First Aid to be administered will be treated according to guidelines and recommended practices of current First Aid qualification. All incidents will be documented and stored according to regulatory requirements and a risk management approach to health and safety shall be adopted.

## **Background**

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.

Janelle Street Centre is committed to providing a safe and healthy environment. We recognise our responsibility to provide First Aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators at Janelle Street Centre are aware of their duty of care to children, families, educators, and visitors in providing appropriate First Aid treatment.

## **Practices**

### **Professional Development of Staff and Educators**

The Approved Provider will ensure that:

- All permanent educators are supported to ensure they hold current recognised First Aid qualifications;
- All permanent educators have undertaken current approved anaphylaxis management training;
- All permanent educators have undertaken current approved emergency asthma management training; and
- Employee induction includes an introduction to the First Aid policy.

The Responsible Person will:

- Ensure the skills and competencies of trained First Aiders are maintained and skills are kept up to date, refresher Apply First Aid and CPR training will be scheduled and maintained in a staff register;
- Collaborate and consult with educators to develop and implement a risk assessment and management plan; and
- Ensure First Aid guides and publications are accessible to educators at all times to assist them in their understanding and administration of First Aid.
- Ensure all permanent staff are shown how to correctly complete an Incident/Injury/Trauma/Illness record

### **Hazard Identification and Risk Assessment**

The Approved Provider will:

- Provide a child-safe environment.

The Nominated Supervisor will:

- Guide educators in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- Introduce preventive measures to eliminate the risk, or control measures to minimise the risk;
- Review and analyse accident, injury, incident and 'near miss' data; and

- Collaborate with educators to develop a First Aid plan for Janelle Street Centre (i.e. identification of First Aid qualified staff, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, signs identifying location of First Aid kits at the service, First Aid contents checklist, response procedure following an incidence of illness or injury).

Educators will:

- Regularly undertake risk assessments in the environment in order to plan safe experiences for children.

### **Administration of First Aid to Children, Families, Educators and Visitors to the Centre**

The Approved Provider will:

- Ensure that there is always at least one First Aid qualified educator on the premises at all times.

The Nominated Supervisor will:

- Ensure that enrolment records for each child include a signed consent form for the administration of First Aid and the approved products to be used;
- Review and sign off on all documentation when First Aid has been administered; and
- Dial 000 and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

In general administration of First Aid will be done in accordance with First Aid training and undertaken by a qualified First Aider. In the interests of avoiding delay of treatment, in the first instance, First Aid will be administered by the person who has witnessed the incident/injury/illness:

- The nominated supervisor and families (where First Aid is being administered to a child) will be notified of the nature of the incident/ accident; and
- The person administering First Aid will be the person who completes the incident/illness/injury/trauma record and passes this to the responsible person for verification and signing by parent or guardian.

### **First Aid Supplies**

The Approved Provider will ensure that:

- The centre is supplied with an appropriate number of First Aid kits for the number of children being educated and cared for by the service;
- The First Aid kits are suitably equipped, easily accessible and recognisable; and
- First Aid kits are carried on field excursions.

Educators will ensure that:

- A First Aid box checklist is kept in every First Aid kit;
- They regularly monitor supplies and update stock as required; and
- They discard and replace out of date stock.

### **Documentation and Record Keeping**

Educators will:

- Complete an incident, injury, trauma and illness record for all incidents, injuries, trauma, and illnesses occurring at the centre; and
- Ensure that a copy of the accident/incident report will be made available for parents, or guardians on request.

The Approved Provider will:

- Ensure records are confidentially stored for the specified period of time as required by the Regulation.

## Managing Serious Incidents

The Approved Provider will ensure that:

- Any serious incident occurring at the centre will be documented on a S-101 Notification of serious incident form and reported to the Department of Education and Communities within 24 hours;
- A copy of the incident report will be provided to the family as soon as possible; and
- Educators are aware of the procedures around managing serious incidents.

The Nominated Supervisor or responsible person will:

- Notify parents of any serious incident; and
- Arrange for medical intervention if required.

Educators will:

- Manage serious incidents as per this policy; and
- Notify the Nominated Supervisor immediately after the serious incident has occurred.

## Policy Availability

The First Aid policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

## Sources

- The Work Health and Safety Act 2011 and the Work Health and Safety Work Cover's 2001 Guide "First Aid in the Workplace"
- Publications and resources from St John's Ambulance and Red Cross
- Education and Care Services National Regulations 2017: 85, 86, 87, 89, 122, 136, 245
- [www.cela.org.au](http://www.cela.org.au) (accessed October 25, 2023)
- NSW Occupational Health and Safety Act 2000
- Occupational Health and Safety Regulations 2001

**Adopted: November 07, 2012**

**Review No. 12: August 10, 2023**