



## **FIRST AID POLICY**

### **Introduction**

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.

Our Preschool 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 and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

### **Goals**

The Preschool will ensure:

- All educators, including casual staff, hold a current first aid qualification;
- All children, staff, families and visitors involved in incidents whilst at the Preschool that require first aid, will have it administered according to guidelines and recommended practices of a 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.

### **Implementation Strategies**

Administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider.

#### **The Approved Provider will ensure:**

- That every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- All educators are supported in being able to hold current recognised first aid qualifications;
- All educators have undertaken current approved anaphylaxis management and emergency asthma management training;
- That an appropriate number of first aid kits are supplied for the number of children being educated and cared for at the Preschool;
- Employee induction includes understanding of the first aid policy;
- That a child-safe environment is provided through hazard identification and risk assessment;
- That there is at least one first aid qualified educator on the premises at all times;
- That the first aid kits are suitably equipped, easily accessible and recognisable;
- That first aid kits are carried on excursions;
- Any first aid records are confidentially stored for the specified period of time as required by the Regulations;
- That any serious incident occurring at the Preschool will be documented on a SI01 Notification of serious incident form and reported to the Department of Education within 24 hours;
- That a copy of the incident report is provided to the family as soon as possible;
- That educators and staff are aware of the procedures around managing serious incidents.

#### **The Nominated Supervisor will:**

- Ensure staff skills and competencies in first aid are maintained and kept up to date;
- Maintain a 'Training Schedule' register for refresher first aid and annual CPR;
- Collaborate and consult with staff when reviewing risk assessment and management plans;

## Quality Area 2: Children's Health and Safety

- Ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid;
- Guide staff 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 incident, injury, incident and 'near miss' data;
- Ensure the Preschool has a first aid plan developed in collaboration with staff;
- 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;
- Dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility;
- Notify parents of any serious incident;
- Arrange for medical intervention if required.

### **Educators and staff will:**

- Regularly undertake risk assessments of the environment in order to plan safe experiences for children;
- Notify the nominated supervisor and families (where first aid is being administered to a child) of the nature of the incident/injury or trauma;
- Ensure a first aid box checklist is kept in every first aid kit;
- Will regularly monitor supplies and update stock as required;
- Discard and replace out of date stock;
- Complete an incident, injury, trauma and or illness record for all incidents/injuries/trauma/illnesses occurring at the Preschool; and
- Ensure that a copy of the Incident, injury, trauma and illness record is made available for parents/guardians on request;
- Follow 'Serious Incident' procedures when required;
- Document and notify the Nominated Supervisor immediately after a serious incident has occurred.

### **Refer to Other Policies:**

- Anaphylaxis and Allergic Reactions Policy
- Asthma Policy
- Diabetes Policy
- Emergency Evacuation Policy
- Enrolment Policy
- Illness Policy
- Incident, Injury & Trauma Policy
- Infectious Diseases Policy
- Medical Conditions Policy
- Medication Administration Policy

### **Supporting Documentation**

- *DOE form: SI01 Notification of Serious Incident form*
- *DOE form: NL01 Notification of Incident (Other than Serious)*
- *Emergency Procedure and Phone Numbers*
- *Display – Diagnosed Medical Action Plan for Individual Children in the Preschool*
- *Display – Emergency Asthma First Aid & Asthma triggers*
- *Display – Emergency treatment & signs & symptoms of a low blood glucose level*
- *Display – ASCIA Action Plan for Anaphylaxis Poster*

### **Resources:**

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

## **Policy Availability**

This Policy will be readily accessible to all staff, families and visitors. A hard copy is located at the sign in desk and a copy is accessible through our website [www.nwcps.org](http://www.nwcps.org)

## **Evaluation**

All staff are adequately trained in first aid and first aid is administered according to guidelines and recommendations. First aid supplies are well stocked and current and risk management occurs on a regular basis. Documentation is kept up to date and relevant parties are notified of any incident.

## **Review**

Management and staff will monitor and review the effectiveness of the First Aid policy annually. Updated information will be incorporated as needed. Families will be invited to provide feedback at each review period.

## **Review History:**

- March 2008 Policy created
- May 2014 Policy reviewed
- October 2016 Policy reviewed and update to reflect current policies and practices
- September 2018 Policy reviewed and updated to reflect NQS
- September 2019 Policy review Date

## **Legislation:**

Education and Care Services National Regulations 2014: 85-87, 89, 122, 136, 245  
Children (Education and Care Services National Law Application) Act 2010  
Links to National Quality Standard: 2.1.4