



Epping Views Primary Outside School Hours Care ADMINISTRATION OF FIRST AID

Reviewed:	October 2019	Next Review Date: October 2020
Policy Owner:	Epping Views Primary School Age Care	
National Quality Standards (NQS)	2.1.1, 2.1.2, 2.2, 2.2.1,2.2.2	
Related Policies, regulations and laws	<p>Administration of Medication Policy, Anaphylaxis Management Policy ,Asthma Management Policy, Diabetes Management Policy, Epilepsy Policy, Family Communication Policy, Health and Safety Policy, Incident, Illness, Accident and Trauma Policy, Responsible Person Policy, Supervision Policy, Work Health and Safety Policy.</p> <p>Education and Care Services National Law</p> <p>Education and Care Services National Regulations. (2017).</p> <p>Early Childhood Australia Code of Ethics. (2016).</p> <p>Guide to the National Quality Standard. (2017).</p> <p>Revised National Quality Standard. (2018).</p> <p>For further advice on first aid in the workplace, refer to the following website for state and territory specifications.</p> <p>https://www.safeworkaustralia.gov.au/first-aid</p>	

PURPOSE:

Epping Views Primary Outside School Hours Care Educators have a duty of care to provide and protect the health and safety of all children, families, educators, and visitors of the Service. This policy aims to support educators to;

- Preserve life
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes
- Monitor ill or injured persons in the recovery stage
- Apply additional first aid tactics if the condition does not improve
- Ensure the environment is safe and other people are not in danger of becoming ill or injured.

PROCEDURE: 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 AND/OR NOMINATED SUPERVISOR WILL:

- Taking every reasonable precaution to protect children at the Service from harm and/or hazards that can cause injury.
- Ensuring that at least one educator is in attendance at all times with current approved first aid qualifications and is immediately available at all times that children are being educated and cared for by the Service: This can be the same person who has anaphylaxis management training and emergency asthma management training.
- Appointing a nominated first aid officer.
- Ensuring risk assessments are conducted prior to hazardous games within outside school hours care and on excursions to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
- Ensuring that first aid training details are recorded and are kept up to date on each staff member's record.
- Ensuring 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.
- Ensuring that parents are notified when practicable 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 and Illness* Record.
- Ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service.

- Ensuring that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid.
- Ensuring a resuscitation flow chart is displayed in a prominent position within outside school hours care service.
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
 - Maintain a current approved first aid qualification.
 - Support staff 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 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 safety signs showing the location of first aid kits are clearly displayed.
 - 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.
 - Provide training for the administration of an auto-injector device annually and document on staff files.
 - Keep up to date with any changes in the procedures for the administration of first aid.
 - Contact families immediately if a child has had a head injury whilst at the Service.
 - Ensure that appropriate documentation is being recorded by all educators 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

EDUCATORS WILL:

- Implement appropriate first aid procedures when necessary.
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required.
- Practice CPR and administration of an auto-injector device annually.
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.
- Ensure that the 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 to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.

PARENTS WILL:

- Sign 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 written consent (via the enrolment record) for service staff to administer first aid and call an ambulance if required.
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record.

FIRST AID KIT:

Epping Views Primary Outside School Hours Care will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations.

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.
- Be stocked with precautionary items such as sunscreen and water if using outdoors.
- Be taken on excursions.
- Provide first aid kit in each transport vehicle on excursions.
- Be maintained in proper condition and the contents restocked as required.