



P.O. Box 1050, Woden, ACT, 2606  
 Ph: 6281 3121 Fax: 6281 7077  
 Email: wodenecc@tpg.com.au

## FIRST AID POLICY

### QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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#### National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety	
2.3.1	Children are adequately supervised at all times
2.3.2	Every reasonable precaution is taken to protect Children from harm and any hazard likely to cause injury

#### Education and Care Services National Regulations 2011

Children (Education and Care Services) National Law 2010	
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
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161	Authorisations to be kept in enrolment record
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"Our education and care service is committed to providing a safe and healthy environment."

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

## 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.

Woden Early Childhood Centre (WECC) is committed to providing a safe and healthy environment. WECC recognises its responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators of WECC are aware of their duty of care to children, families, educators and visitors in providing appropriate first aid treatment.

## Scope

This policy applies to children, families, staff, management and visitors of the Service.

## Goals – What are we going to do?

The Nominated Supervisor or Director will ensure:

- a nominated First Aid Officer is appointed
- all educators, including casually employed educators, hold a current first aid qualification and have read WECC's Emergency Action Plan (at Appendix 1)
- all children, educators, families, students, volunteers and visitors who are involved in accidents and incidents whilst at WEC and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification
- all incidents will be documented and stored according to regulatory requirements
- a risk management approach to health and safety shall be adopted
- safeguarding every reasonable precaution is taken to protect children at the Service from harm and/or hazards that can cause injury

## Strategies – How will it be done?

### *Professional Development of Educators*

The Nominated Supervisor or Director will:

- ensure that all educators hold current recognised first aid qualifications
- ensure that all educators have undertaken current approved:
  - anaphylaxis management training
  - approved emergency asthma management training
- ensure that the educator induction includes an induction to the *First Aid* policy
- ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date,

refresher first aid and CPR training will be scheduled and maintained in an educator register

- collaborate and consult with educators to develop and implement an emergency action plan
- ensure first aid guides and publications are accessible to employees at all times to assist them in their understanding and administration of first aid

#### *Hazard identification and risk assessment*

WECC will provide a safe environment. Educators regularly undertake risk assessments in the environment in order to plan safe experiences for children.

The Nominated Supervisor, Director or Educational Leader will:

- guide educators in regularly conducting risk assessments of the environment (indoors and outdoors) to determine likely injuries and illnesses that might occur, and rectify their potential causes
- introduce preventative measures to eliminate the risk, or control measures to minimise the risk
- review and analyse accident, injury, incident and 'near miss' data each staff meeting
- collaborate with educators to develop a first aid plan for WECC (i.e. ensures all educators are first aid qualified, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incident of illness or injury)
- ensure 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

#### *Administration of first aid to children, families, employees, students, volunteers and visitors to the centre*

The Nominated Supervisor or Director will ensure there is always at least one first aid qualified educator on the premises at all times. However, it is WECC's expectation that all educators are first aid qualified.

The Nominated Supervisor or Director will:

- ensure 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
- ensure that staff are offered support and debriefing subsequent to a serious incident requiring the administration of first aid

Educators will:

- implement appropriate first aid procedure when necessary
- educators will keep up to date with any changes in procedures for the administration of first aid
- ensure that children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma

In general:

- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider
- in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness
- the Nominated Supervisor or Director and families (where first aid is being administered to a child) will be notified of the nature of the incident/accident
- the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the Room Leader for verification and signing by parent or guardian

Families will:

- be 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

First aid supplies

The Nominated Supervisor or Director will ensure that:

- WECC is supplied with an appropriate number of first aid kits that meet the Australian Standards for the number of children being educated and cared for by WECC
- ensure safety signs showing the location of the first aid kits are clearly displayed
- the first aid kits are suitably equipped, easily accessible and recognisable
- a first aid box checklist is kept in each of the first aid kits

Educators will:

- regularly monitor supplies and update stock as required
- discard appropriately and replace out of date stock
- ensure that first aid supplies are carried on field excursions

The approved provider of the Service will ensure first aid kits are kept up to date and in accordance with National Education and Care Service Regulations.

All First Aid Kits at the Service must:

- 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 depreciated or expired
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
- be easy to access and if applicable, located where there is a risk of injury occurring
- include emergency telephone numbers, the phone number 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
- consideration should be given to precautionary measures such as sunscreen protection and portable water if working outdoors
- First Aid kits must be taken on excursions and be attended by First Aid qualified educators
- Be maintained in proper condition and the contents restocked as required
- our First Aid delegated individual responsible for maintaining all First Aid kits at the Service is:

**FIRST AID OFFICER**

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Number of First Aid Kits Responsible for at the Service: \_\_\_\_\_

Additional First Aid Officer: \_\_\_\_\_

- these individuals are 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 of if unused, at least annually.
- individuals along with the Nominated Supervisor 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
- we will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with Australian Standard 1319:1994 – Safety Signs for the Occupational Environment

First Aid Kit Checklist

- our Service will use the Checklist in Safe Work Australia’s First Aid in the Workplace Code of Practice as a guide to what to include in our First Aid Kit
- we will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at our Service and what injuries children or adults may incur. We will review our incident, injury, trauma and illness records to help us make a knowledgeable decision about what to include

**Australian Capital Territory (ACT)**

Our Service will use the following Checklist which is taken from the ACT First Aid in the Workplace Code of Practice.

[http://www.legislation.act.gov.au/Updates/OHSCodes/94-31%20first\\_aid\\_code\\_of\\_practice.pdf](http://www.legislation.act.gov.au/Updates/OHSCodes/94-31%20first_aid_code_of_practice.pdf)

OR

The Checklist in Safe Work Australia’s First Aid in the Workplace Code of Practice as a guide to what to include in our First Aid Kit.

<http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/693/First%20aid%20in%20the%20workplaceV3.pdf>

*Documentation and record keeping*

The Nominated Supervisor or Director will:

- ensure records are confidentially stored for the specified period of time as required by the Regulation
- ensure that appropriate documentation is being recorded in regard to 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:

- complete an incident, injury, trauma and illness record for all incidents, injuries, trauma and illnesses occurring at WECC
- ensure that a copy of the accident/incident report will be made available for parents/guardians on request

Families will:

- sign service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid 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

*Managing serious incidents (where the child is seen by medical personnel)*

The Nominated Supervisor, Director or Responsible Person will ensure:

- any serious incident occurring at WECC is documented on a SI01 Notification of serious incident form and reported to the Children's Education and Care Assurance within 24 hours. A copy of the incident report will be provided to the family as soon as possible
- educators are aware of the procedures around managing serious incidents, as per the Emergency Action Plan
- administration of first aid is done in accordance with first aid training and undertaken by a qualified first aider
- as per the first aid plan, and 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, or illness

The Nominated Supervisor, Director or Responsible Person will:

- notify parents of any serious incident
- arrange for medical intervention if required

Educators will:

- manage serious incidents as per this policy and the Emergency Action Plan
- notify the Nominated Supervisor or Director immediately after the serious incident has occurred

## Related policies /documents

- *Allergies*
- *Anaphylaxis management*
- *Asthma management*
- *Dental health*
- *Hygiene and infection control*
- *Incident, injury, trauma and illness*
- *Medical conditions*
- *Medication administration*
- *Medication and health statement*

## Statutory legislation and considerations

- Education and Care Services National Regulations 2015
- NSW Occupational Health and Safety Act 2000
- Occupational Health and Safety Regulations 2001

## Sources and references

- The Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011
- Safe Work Australia - <https://www.safeworkaustralia.gov.au/>
- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics
- Guide to the National Quality Standard

## Authorisation

*John Rothwell*  
President  
2017-18 WECC Management Committee

## Appendix 1

## Emergency Action Plan

## Injuries and first aid

We need to know what to do when face with an emergency. Having a first aid response plan, or Emergency Action Plan, helps deal with those situations where you must remain calm. This allows us to act in a structured approach in providing first aid.

An Emergency Action Plan is a guideline for you to follow, assisting you to effectively treat the casualty. Following the Emergency Action Plan will keep you safe, whilst still being effective. Remember, safety first.

The Emergency Action Plan recognises the need for an instant evaluation of the safe operating requirements that you a first responder are required to follow. This ensures the prevention of personal injury, whilst ensuring the safety of the casualty and other bystanders. Once you have evaluated the need for further assistance, arrange for an ambulance to be called. Calling for the paramedics will enable you to hand over the care and responsibility of the casualty/ies. You will be able to provide to the paramedics, facts about the incident, but you should not suggest what you think is wrong. They are highly trained and will appreciate a quick and efficient handover, so they can start to assist the sick or injured.

They will want to know:

- What happened?
- How did the casualty get to the position they are in? e.g. did they move there themselves, or have they been moved?
- What first aid treatment have you given?
- How did they respond to that treatment?

We base our first actions on the simple protocol that is on the next page. The basis of the protocol or Emergency Action Plan is to:

- |                           |   |
|---------------------------|---|
| 1. Assess the scene       | Ensure safety for yourself, the victim/s and others   |
| 2. Assess the casualty    | Check response and vital signs  |
| 3. Assess what to do next | Get assistance, provide treatment, undertake debrief and self-evaluation<br>self-evaluation after the event |

*First Aid Protocol*

Assess the scene:

- Protect yourself and others from any dangers
- Protect yourself with equipment and gloves
- Protect from further injury
- Phone the ambulance on triple zero, '000' (fixed or mobile)



Assess the casualty:

- "Is the casualty responding?"
- "Is the casualty breathing normally?"
- "Is the casualty moving?"
- "Are there signs of life?"

Dangers include:

- Body fluids, especially blood
- Aggressive behaviour
- Needle stick injury
- Back injuries
- Equipment failure
- Chemical fumes
- Fire or explosion
- Biological
- Electrocution
- Burns
- Environment (e.g. weather)

Often referred to as D.R.S.A.B.C.D

- Danger
  - Response
  - Send for help
  - Airway
  - Breathing
  - CPR
  - Defibrillation
- 
- Protect yourself with gloves and other barriers, such as apron and eye protection
  - Ensure that you do not injure yourself whilst carrying out first aid when helping an injured person

Assess what to do next:

- Commence treatment
- Arrange transportation to hospital
- Provide confidence and reassurance
- Build teamwork and avoid panic
- Be calm, firm, compassionate and know when and how to obtain further help