

Document Name	Document Version Number	Review Date
Administration of First Aid Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	5403	New Policy

Purpose

First aid can preserve life, prevent a condition 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 a duty of care to take positive steps towards maintaining the health and safety of each child.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children’s Health and Safety

Definitions

In accordance with the National Regulations 136(1). 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 staff member or one nominated supervisor of the service who holds a current approved first aid qualification;
- (b) at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training;
- (c) at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.

First Aid Qualifications must be acquired through an approved provider as deemed so by ACECQA (see Sources link).

Copies of First Aid Qualifications will be stored in Staff Records.

The service informs children, families, and educators of those persons who hold first aid qualifications

Policy Content

Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).

Ensuring that at least one staff member or one nominated supervisor of the service with current approved first aid qualifications (refer to Definitions) is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136(1)(a)).

This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.

Appointing a staff member to be the nominated first aid officer.

Advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request.

Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.

Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities.

Ensuring that first aid training details are recorded on each staff member's record.

Ensuring safety signs showing the location of first aid kits are clearly displayed.

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.

Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the 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.

Must notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident.

This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident. Nominated Supervisor .

Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources).

Ensuring a portable first aid kit is taken on all excursions and other off-site activities

Links to Policy

Health and safety
Providing a Child safe Environment
Child Protection
Emergency and Evacuation
Sun Protection
Nutrition, Food Beverages and Dietary requirements
Water Safety Excursions

Links to Procedure

Administration of first aid Procedure

Links to Forms

Incident, Accident, Trauma Form
Additional needs management plan
Medication Record

References

ACECQA – www.acecqa.gov.au/first-aid-qualifications-and-training
Guide to the National Law and National Regulations < Australian Red Cross – www.redcross.org.au
St John Ambulance Australia(NSW) – www.stjohnnsw.com.au
First aid in the workplace – www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety/first-aid

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010: Section 167

Education and Care Services National Regulations: Regulations 99, 102, 160, 161, 168(2)(m)

Family Law Act 1975 (Cth), as amended 2011

Children and Young Persons (Care and Protection) Act 1998

Associated Records

Nil