The Administration of First Aid – Policy

Rationale:

To provide staff and management with guidelines and procedures to follow in the management of basic first aid at the service and to ensure the service meets the requirements of the National Quality Framework Regulations.

Definitions:

First Aid Certificate: Current recognised qualification as issued by a Workcover endorsed Training Organisation

Minor Injury: Where injury can be dealt with by general First Aid practices.

Educator: any person who works directly with children and is included in the 'educator-to-child' ratio

Staff: adults who are not included in the educator to child ratios and/or perform another primary function in the education and care service.

PMNC: Port Macquarie Neighbourhood Centre Inc (also known as Hastings Neighbourhood Services HNS) – approved provider

WHS Work Health and Safety

In order to ensure the highest level of care is maintained for the children attending the service, all educators will be suitably qualified in basic first aid management. The Centre's nominated supervisor is responsible for ensuring that a minimum of one Educator is present at the centre or on excursion at all times, this educator is to be currently qualified in first aid management, asthma management and anaphylaxis management (HLTAID012 Provide First Aid in an Education and Care Setting certificate).

The service will ensure that first aid equipment and support is available to all children, educators, staff, volunteers and visitors to the centre and while on excursions.

All permanent educators are required to undertake first aid, asthma management and anaphylaxis management training as part of their conditions of employment. The Centre will budget for the cost of the relevant training and renewal of qualifications as required as per the requirements of the Staff Policy & Procedure in relation to Staff Inservice Training. Copies of all educator First Aid Certificates are kept on file in the Electronic Staff Records Register.

It will be a requirement of employment for new employees to hold a current HLTAID012 Provide First Aid in an Education and Care Setting certificates or a willingness to undergo training to obtain the qualifications.

At orientation educators, staff & volunteers will be made aware of the first aid equipment, where it is kept and their responsibilities in relation to it.

First Aid Equipment:

A fully stocked and updated first aid kit will be kept in the designated secure place in the centre (upstairs and downstairs near the main exits). Educators are to ensure that it is easily accessible to all educators, staff and volunteers and kept inaccessible to the children.

A separate travelling first aid kit will be maintained and taken on all excursions and outdoor activities. A first aid kit is to be kept on the OOSH Bus for school drop-offs and collections. Buses that are contracted to do bus runs or excursion will be responsible for ensuring a first aid kit is available for educators to access. An asthma kit will be taken on any charter bus school collections.

The first aid kit will contain the minimum equipment suggested by the Red Cross or St John's Ambulance. A first aid manual will be kept at the centre. All Centre owned mobile devices have the Red Cross First Aid App on the home screen.

A cold pack will be kept in the freezer at all services

An inventory of the kits will be maintained and checked each term to ensure that they are fully stocked and that all items are within the use by date. The Checklist will be managed by the Team Leader. These may be required to be produced at the request of management or the NSW regulatory authority.

Staff/educators will be familiar with emergency procedures. Current emergency services telephone numbers will be displayed beside all telephones within the service

Only qualified educators or staff will administer first aid in minor accidents or to stabilize the victim until expert assistance arrives in more serious accidents. IN the event of an emergency the educator administering first aid must not leave the patient until emergency services or the parent arrives. All emergency calls should be made by a second educator. If necessary, make notes of information, signs and symptoms etc. to pass onto Emergency services and for Centre documentation.

Related Regulations and References:

National Education and Care Regulations	
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
89	First Aid Kits
99	Children leaving the education and care service premises
168 **2:a:iv**	Education and Care service must have policies and procedures the administration of First Aid
2:b	Incident, injury, trauma and illness procedures complying with Regulation 85

National Quality Standard (NQS)		
Quality Area 2: Children's Health and Safety		
2.1	**Health**	Each child's health and physical activity is supported and promoted
2.1.2	**Health practices and procedures**	Effective illness and injury management and hygiene practices are promoted and implemented
2.2	**Safety**	Each child is protected
2.2.2	**Incident and emergency management**	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Related Centre Policies & Procedures

- Accidents / Illness / Incident Policy & Procedures
- Staff Policy & Procedures

Related Centre Forms

- Accident, Illness, Incident Observation & Documentation Form
- Child Accident / Incident & Illness Report

References:

- Network of Community Activities – Sample First Aid Policy Template

Management of Basic First Aid Procedures

Before / After School and Vacation Care

In the case of a minor accident the first aid attendant will:

1. *Assess the injury*

2. *Attend to the injured person and apply first aid as required*

3. *Ensure that disposable gloves are used with any contact with blood or bodily fluids*

4. *Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner*

5. *Ensure that anyone who has come in contact with any blood or fluids wash their hands thoroughly in warm soapy warm*

6. *Document Injury on the Incident/ Injury /trauma/Illness Observation and Documentation Form.*
   Information to be provided includes:
   - *Date*
   - *Time of Incident/ Injury /trauma/Illness*
   - *Name of Child, Date of Birth and Age*
   - *Brief Description of Incident*
   - *First Aid applied*
   - *Strategic Questions response documented*
   - *Photo taken if applicable*
   - *Signature and Name of Educator*

7. *Inform the Team Leader/RPIC of the injury / incident details with he completed Incident/ Injury /trauma/Illness Observation and Documentation Form. If required complete a Incident/ Injury /trauma/Illness Observation and Documentation Form Report.*

8. *Team Leader/RPIC will reassess and monitor the Incident that has been reported. The Team Leader will advise parent / guardian of the Incident and have them sign Accident / Incident & Illness Report*

9. *The Team Leader/RPIC will make a follow up phone call to the family the next day to ensure that the child is well or if any further medical attention was required. If a parent / guardian advises further medical assistance was sought complete reports and notifications as outlined in Accidents /Illness /Incident Policy.*

Management of First Aid Equipment Procedures

Before / After School and Vacation Care

NB: ***Where the service has had to administer first aid and the incident is deemed serious as per Regulation 12, the Nominated Supervisor will ensure that the procedures of the Accident / Illness / Incident Policy are followed, and the Regulatory Authority is notified within 24hrs.***

It is the responsibility of the Team Leader to ensure that all First Aid kits are checked and regularly updated.

1. *Educators are to notify the Team Leader if stock of any first aid equipment is low – do not wait until the last bandage or band-aid is applied. Team Leader will source the necessary replacements to ensure the kit is always appropriately stocked*

2. *Throughout the term the Team Leader will delegate an educator to complete the full check of the First Aid Kits.*
    - *Educators are required to check and restock from surplus supplies any items that are low. If replacements are not available notify the Team Leader that items need to be purchased.*
    - *Dispose of any out-of-date supplies and replace – do not leave them in first aid kits.*
    - *Complete checklist including notifying the Team Leader of any items that need to be purchased – add to shopping list if applicable*
    - *Ensure all first aid kits are tidy and put back where they belong.*
    - *Follow up with the Team Leader for the new supplies and pack into first aid kits as required.*
    - *Sign off on WHS Checklist to finalise task*

3. *In preparation for the WHS Group meeting (held each term) the Team Leader will check the term WHS checklist and do a visual check of the first aid kits to ensure that the delegated educator has completed the check and update of the First Aid Kits. The Team Leader will then be required to report to the WHS group and complete the PMNC compliance check for WHS each meeting.*

4. *Ventolin – the Team Leader will keep a register of Ventolin kept on premise noting the date of expiry. The Ventolin register will be kept in the Electronic WHS folder and updated as required. The Team Leader will set a task reminder in their Outlook*

Calendar – 1 month prior to the expiry of the Ventolin to allow time for new Ventolin to be sourced and updated in kits