

Administration of First Aid Policy

First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an early childhood education and care service where educators have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety

2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
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
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

Education and Care Services National Law (WA) Act 2012

Education and Care Services National Regulations

Section 167	Offense relating to protection of children from harm and hazards
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
90	Medical conditions policy
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement – anaphylaxis or asthma
97	Emergency and evacuation procedures
101	Conduct risk assessment
102C	Conduct risk assessment for transporting children by the education and care service
136	First aid qualifications
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification to change to policies or procedures
174	Prescribed information to be notified to Regulatory Authority

176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

Related Policies

Administration of Medication Policy Anaphylaxis Management Policy Asthma Management Policy Health and Safety Policy	Incident, Illness, Accident and Trauma Policy Responsible Person Policy Supervision Policy Work Health and Safety Policy
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PURPOSE

REED has a duty of care to provide and protect the health and safety of children, educators and visitors of the services. We are committed to providing an environment that promotes children's health, safety, and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid.

The Education and Care Services National Regulations require approved providers to have policies and procedures in place in relation to the administration of first aid.

'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.' (Safe Work Australia).

SCOPE

This policy applies to children, families, staff, management and visitors of REED Services.

IMPLEMENTATION

- The health, safety and wellbeing of children is a paramount consideration for our service. Therefore, we will take every reasonable precaution to protect the children from harm and ensure that we are well equipped to administer first aid in the event of injury or illness.
- We ensure that educators and staff are able to undertake their roles effectively. In relation to the administration of first aid, they will receive regular training to ensure their qualifications are approved and up-to-date, as well as access to suitably equipped first aid kits.
- Clear roles ensure that management, educators, and staff are aware of their responsibilities in relation to the administration of first aid, notifications and reporting.

- We create opportunities for children to learn and develop. This includes incorporating health and safety into the educational program.

Management is responsible for:

- Have robust processes in place to prevent harm or hazard to any person at a REED service
- Ensure each service has the *Administration of First Aid* policy available to staff and families
- Ensure staff have an induction and training to ensure understanding of the *Administration of First Aid Policy*

Nominated Supervisor/ Responsible Person will:

- ensure that at least one educator, staff member or nominated supervisor is in attendance and immediately available at all times children are being cared for by the service who:
 - holds a current approved first aid qualification
 - holds a current approved CPR qualification
 - has undertaken current approved anaphylaxis management training
 - has undertaken current approved emergency asthma management training.
- The approved provider must also ensure there are an appropriate number of first aid kits for the number of children at the service. The kits must be suitably equipped, easily recognisable, and readily accessible to adults having regard to the design of the service premises.
- Ensure a risk assessment has been completed for all physical environments within the service
- 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/s that can be taken to excursions, evacuations and other activities
- ensure legislatively required 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
- keep up to date with any changes in the procedures for the administration of first aid
- ensure that appropriate documentation is being recorded for incidents, injury, trauma, and illnesses and the administration of first aid.

Educators will:

- implement appropriate first aid procedures when necessary, by adhering to REED's *Administration of First Aid Procedure*

- maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required
- refresh their CPR training 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, regular outing or when providing regular transportation of children to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimized
- reflect on incidents, injuries, illness and trauma records and document on the 1 Place Incident, Injury, Illness and Trauma Critical Reflection Form.

Parents will:

- Sign REED 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 REED's records in regard to *Short Term Medication Form* and *Long Term Medication Form* and *Allergy, Anaphylaxis and Medical Conditions Register*
- 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.
- Maintain/update the service with any changes to contact details including emergency contacts

Source

- Australian Children's Education & Care Quality Authority. (2014).
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).
- Education and Care Services National Regulations. (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023)
- Guide to the National Quality Framework. (2017). (Amended 2020).
- Revised National Quality Standard. (2018).

- Safe Work Australia First Aid in the Workplace Code of Practice:
<https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace>
- Safe Work Australia Legislative Fact Sheets First Aiders:
<https://www.safeworkaustralia.gov.au/first-aid>

Review

Policy Reviewed	Modifications	Next Review Date
October 2024	Changes to Provider level accountability Change to Nominated Supervisor accountability	October 2025
October 2023	Removal of designated First Aid Officer Minor editing	October 2024
June 2022	Minor editing and reformatting	June 2023
June 2021	Minor edits, risk assessment for regular outings added	June 2022
February 2020	Minor editing and reformatting Sources updated	February 2021
January 2019	Policy developed by REED management	January 2020