

Intereach Children's Services

Administration of First Aid Procedure



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| Applies to | Intereach Family Day Care (FDC) and Intereach Out Of School Hours (OOSH) | | | | |
| Policy | NQS Two: Children's Services Health and Safety Policy | | | | |
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1. Objective

First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. First aid can save lives and prevent minor injuries or illnesses from becoming major. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

Intereach is committed to providing an environment that promotes children's health, safety, and wellbeing, which includes ensuring the implementation of clear procedure for the administration of first aid and acknowledges that First Aid staff are not obliged to provide treatment if they assess the situation to be unsafe, or if they are physically unable to do so.

2. Responsibilities

It is the responsibility of the Nominated Supervisors to:

- ensure that obligations under the Education and care National law and National Regulations are met;
- take reasonable steps to ensure that educators, staff and volunteers follow the administration of first aid procedure;
- maintain a current approved first aid qualification;
- ensure educators and staff have completed the First aid training inclusive of 012 Asthma and Anaphylaxis training through approved first aid providers; and,
- seek guidance from a reputable organisation on first aid kit contents and kit placement, e.g. St John Ambulance, Red Cross Australia;

It is the responsibility of the FDC Nominated Supervisor to:

- ensure each FDC educator holds a current approved first aid qualification; approved anaphylaxis management training and current emergency asthma management training; and,
- ensure each FDC educator keeps a first aid kit that is suitably equipped, easily recognisable and readily accessible to adults; and,

It is the responsibility of OOSH Nominated Supervisor to:

- ensure an appropriate number of First Aid Kits are kept having regard to the number of children at the service; and,
- ensure at least one educator or staff member is in attendance at all times including on excursions and during periods of transportation and immediately available in an emergency who:
 - holds current approved first aid qualification;
 - has undertaken current approved anaphylaxis management training; and
 - has undertaken current approved emergency asthma management training.

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It is the responsibility of Educators and staff to:

- implement the administration of first aid procedure;
- maintain current approved first aid qualifications;
- monitor and maintain stock in first aid kits;
- seek further medical attention if required after first aid has been administered;
- record information of any occurrence of providing first aid as soon as possible;
- report all information relating to the administration of any first aid for an incident, injury, trauma or illness for the children within 24 hours to either the Nominated Supervisor or the Coordination Unit.
- be aware of children attending the service with allergies and their attendance days and apply this knowledge when providing first aid; and,
- while attending to a child requiring first aid, ensure other children are adequately supervised.
- at FDC:
 - ensure an appropriate equipped and easily recognisable first aid kit is available at the FDC premises and taken on excursions; and,
 - regularly check the first aid kit items for expiry dates and replace items as required and audit the first aid kit items yearly during annual home safety audits.
- at OOSH:
 - ensure an appropriate number of suitably equipped first aid kits are available and taken on excursions.

It is the responsibility of families to:

- provide authorisation in their child's enrolment form for an educator or staff to seek medical treatment for their child from a registered medical practitioner, hospital or ambulance service and, if required, for transportation by an ambulance service;
- be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation;
- notify the service upon enrolment of any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed;
- ensure any medical management plans at the service are kept up-to-date;
- if needed, collect their child as soon as possible when notified of an incident, injury, trauma or illness that required first aid;
- be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention; and,
- notify educators or staff if there has been a change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care and require the administration of first aid.

3. Procedure

3.1. First Aid qualifications

The educator who is responsible for the administration of first aid will hold a current approved first aid qualification and will have the following current qualification attained, or training undertaken within the previous three years

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- Approved first aid qualifications (except for a qualification that relates to emergency life support and cardio-pulmonary resuscitation which must be completed annually);
- Approved anaphylaxis management training.
- Approved emergency asthma management training.

The First Aid certificate should state the date when the course was completed, as well as the expiry date or validity period of the qualification from the date of completion. The certificate may include multiple qualifications; however, currency periods are relevant for each individual qualification.

For Family Day Care services, each educator must hold all three of the listed qualifications.

At OOSH, the following qualified people will be in attendance at all times when children are being educated and cared for and will be immediately available in an emergency.

- at least one staff member or a responsible person or the Nominated Supervisor of the service who holds a current approved first aid qualification;
- at least one staff member or a responsible person or the Nominated Supervisor of the service who has undertaken current approved anaphylaxis management training;
- at least one staff member or a responsible person or the Nominated Supervisor of the service who has undertaken current approved emergency asthma management training.

One staff member may hold one or more of the qualifications.

3.2. Role of First Aid Officers at OOSH

- The First Aid Officers have a duty of care when providing treatment to the best of their ability until emergency assistance arrives with a more qualified person.
- Update training for first aid, emergency asthma and anaphylaxis management at least every three years from the date of completion. The first aid certificate may specify additional requirements to keep it valid. For example, need to comply if first aid certificate requires the CPR component to be completed every 12 months to keep it current.
- Regularly inspect, maintain all First Aid Kits and facilities, complete and file the relevant checklists and manage replenishment of stocks or for expired medication;
- The first aid log book is kept with the First Aid Kit and all first aid materials used are recorded in the log.
- Respond quickly to calls for medical assistance and give appropriate First Aid as trained.
- Call for additional First aid officer if needed or arrange appropriate transport to a doctor or hospital if the emergency is beyond the limits of their training.
- Dispose of contaminated clinical wastes appropriately.
- All out-of-date first aid kit contents are return to parents or disposed of safely.
- Familiarise with the emergency/evacuation procedures.
- Any other duty deemed necessary to ensure the provision of appropriate first aid to an injured child.

3.3. Maintaining First Aid kits

First Aid kits should be fully stocked, with no expired products, and should be checked regularly to ensure availability of all items listed in the appropriate first aid checklists:

- at FDC the First Aid kits will contain all items as outlined in the home safety document and at OOSH the First Aid kits will contain all items listed in the Children's Services First Aid Checklist.

All First Aid kits at the service will:

- be suitable for the number of educators, staff and children and sufficient for the immediate treatment of injuries at the Service;
- be fully equipped, easily recognisable and readily accessible to educators and staff;
- be of sufficient size to adequately store the required contents and could be easily sealed;
- have 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;
- consider precautionary measures such as sun protection and portable water if working outdoors; and,

At OOSH the First Aid kits taken on excursions are handled only by First Aid qualified educators or staff.

3.4. Providing First Aid

In the case of an anaphylaxis or asthma emergency, where the child does not have a medical management plan or other form of authorisation, first aid treatment is provided as per the Children's Services *Dealing with Medical Condition Procedure*.

When an incident occurs:

- *Assess the situation* - find out how it happened, who is hurt and how many, if safe to approach and if need to call for help.
- *Ensure Safety* – remove any source of danger and move child/children to a safer place if it is possible to do so.
- *Treat serious injuries first* – clear obstructed airways, especially when a child is unresponsive and stem serious bleeding.
- *Get help* – call for help and ask others to clear the area. Help with first aid and call for an ambulance.

During an event that requires first aid, trained first aid educators and/or staff will administer first aid as per their training, and/ or guidance from medical professionals to the best of their ability.

The information relating to the administration of first aid is recorded in the Incident, injury, trauma and illness record as soon as possible, and within 24 hours after the incident. Families are notified of the occurrence as soon as practicable but not later than 24 hours after the occurrence. (*Refer to the Incident, Injury, Trauma or Illness Procedure*).

In the case of a serious incident, notification must also be given to the regulatory authority within 24 hours (*Refer to the Notification of Serious Incident Procedure*).

First Aid fact sheets for most of the common accidents and emergencies are available at [St. John Ambulance Web Page](#).

In the event of a serious event emergency services should be contacted immediately.

3.4.1. Temperature

A fever is when the body temperature is over 37.5°C and if a child presents with a temperature whilst in care, to manage the temperature;

- remove excess clothing to cool the child down;
- offer fluids to the child;
- encourage the child to rest;
- provide a cool, damp cloth for the child's forehead and back of the neck;

- monitor the child for any additional symptoms; and,
- always maintain supervision of the ill child, while keeping them separated from children who are well.

3.5 Documenting and reporting

Educators and/ or staff will complete an incident, injury, trauma and illness record as soon as possible, and within 24 hours after first aid has been administered. In the event of a serious event requiring administration of first aid the Nominated Supervisor of each service will submit a notification to the Department via the NQAITS.

4. Monitoring, evaluation and review

This procedure will be reviewed every three years to incorporate feedback and suggestions from children, families, educators, coordinators, volunteers and students or when there is a legislative change.

5. National Quality Framework

| Element | Concept | Description |
|----------------|-----------------------------------|--|
| 2.1.2 | Health practices and procedures | Effective illness and injury management and hygiene practices are promoted and implemented. |
| 2.2.2 | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented |
| 4.1.1 | Organisation of educators | The organisation of educators across the service supports children's learning and development. |
| 7.1.2 | Management Systems | Systems are in place to manage risk and enable the effective management and operation of a quality service. |
| 7.1.3 | Roles and responsibilities | Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service. |

| 6. Context | |
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| 6.1. Standards or other external requirements | <p>Australian Children's Education and Care Quality Authority (2017). National Quality Standards</p> <p>Australian Children's Education and Care Quality Authority (2017). Guide to the National Quality Framework</p> <p>Department of Education, Employment and Workplace Relations. Childcare Service Handbook – July 2023</p> <p>ASCIA Action, First Aid, Management, Transfer, Travel and Treatment Plans</p> <p>https://allergy.org.au/hp/ascia-plans-action-and-treatment</p> |
| 6.2. Legislation or other requirements | <p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p> <p>Work Health and Safety Act(Cth)</p> <p>Work Health and Safety Act 2011 (NSW)</p> <p>Occupational Health and Safety Act 2044 (VIC)</p> <p>Child Safe Standards NSW</p> <p>Child Safe Standards VIC</p> |
| 6.3. Internal Documentation | <p>Providing a Child Safe Environment Procedure</p> <p>Incident, Injury, Trauma and Illness Procedure</p> <p>Contact with Blood and Fluids Procedure</p> <p>Dealing with Medical Conditions Procedure</p> <p>Administration of Medication Procedure</p> <p>Transport Procedure</p> <p>Excursions Procedure</p> <p>Notification of Serious Incident Procedure</p> <p>Incident, Injury, Trauma, and Illness Form (Hard copy book)</p> <p>Child Medication Record</p> <p>FDC Home Safety Risk Assessment Audit</p> <p>First Aid Checklist</p> <p>FDC COVID 19 Benefit Risk Management Plan</p> <p>OOSH COVID 19 Benefit Risk Management Plan</p> |

| 7. Document control | | | |
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