First aid

1. Policy Statement

UWSELL is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

2. Legislative Requirements

Education and Care Services National Regulations 2011:

85 Incident, injury, trauma and illness policies and procedures

(1) The incident, injury, trauma and illness policies and procedures of an education and care service required under regulation 168 must include procedures to be followed by nominated supervisors and staff members of, and volunteers at, the service in the event that a child—
   a) is injured; or
   b) becomes ill; or
   c) suffers a trauma.

86 Notification to parents of incident, injury, trauma and illness

(1) The approved provider of an education and care service must ensure that a parent of a child being educated and cared for by the service is notified as soon as practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while the child is being educated and cared for by the education and care service.

87 Incident, injury, trauma and illness record

(1) The approved provider of an education and care service must ensure that an incident, injury, trauma and illness record is kept in accordance with this regulation.

89 First aid kits

(1) The approved provider of an education and care service must ensure that first aid kits are kept in accordance with this subregulation, wherever the service is providing education and care to children.

122 Educators must be working directly with children to be included in ratios

(1) An educator cannot be included in calculating the educator to child ratio of a centre-based service unless the educator is working directly with children at the service.

136 First aid qualifications

(1) The approved provider of a centre-based service must ensure that 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 educator who holds a current approved first aid qualification;
   b) at least one educator who has undertaken current approved anaphylaxis management training;
   c) at least one educator who has undertaken current approved emergency asthma management training.

Link to National Quality Standard 2010

2.1.4 Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.

3. Who is affected by this policy?

a) Children
b) Staff
c) Parents
d) Management

4. Implementation

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.

UWSELL will ensure:

A. all educators, including casual staff, hold a first aid qualification;
B. all children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification;
C. all incidents will be documented and stored according to regulatory requirements; an a risk management approach to health and safety shall be adopted;
D. all educators have undertaken current approved anaphylaxis management training (from 1st January, 2013);
E. all educators have undertaken current approved emergency asthma management training (from 1st January, 2013); and
employee induction includes an induction to the first aid policy.

**The Nominated Supervisor will:**

A. 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 a staff register;

B. collaborate and consult with staff and educators to develop and implement a risk assessment and management plan and guide staff in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;

C. ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

D. introduce preventive measures to eliminate the risk, or control measures to minimise the risk;

E. review and analyse accident, injury, incident and ‘near miss’ data; and

F. collaborate with staff and educators to develop a first aid plan for the service (i.e. identification of first aid qualified staff, 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 incidence of illness or injury;

G. ensure the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;

H. ensure the first aid kits are suitably equipped, easily accessible and recognisable

I. ensure snake bite kits are kept with first aid kits

J. ensure first aid kits are carried on field excursions.

**Administration of first aid to children, families, staff and visitors to the centre**

**UWSELL will:**

A. ensure that there is always at least one first aid qualified educator on the premises at all times.

**The Nominated Supervisor will:**

A. ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used;

B. ensure that there is always at least one first aid qualified educator on the premises at all times.

**Managing serious incidents**

**UWSELL will ensure:**

A. any serious incident occurring at the centre will be documented on a SI01 Notification of serious incident form and reported to the Department of Education & Communities within 24 hours;

B. a copy of the incident report will be provided to the family as soon as possible; and

C. educators and staff are aware of the procedures around managing serious incidents.

**Refer to Reporting Serious Incident Policy**

The Licensee/Director/Supervisor will ensure that this policy is maintained and implemented at all times.

**5. Sources**

- Education and Care Services National Regulations 2011:
- National Quality Standard 2010
- Community Child Care Co-operative

**6. Review**

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.