

## Policy 4

# **Administration of first aid**

### **Policy Statement**

Wideview Outside School Hours Care Service believes that to ensure the highest level of care is maintained for children attending our Service; all educators are suitably qualified in emergency first aid. We will ensure that first aid equipment and support is available to all children, educators, and visitors to the service and whilst on excursions. There is an educator with senior first aid, asthma management and anaphylaxis management training on the premise at all times. This training is part of their condition of employment to ensure full and proper care is maintained (My Time Our Place 3).

### **Links to Education and Care Services National Regulations and National Quality Standard**

<b>QUALITY AREA</b>		
2.1.2	Health Practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service

<b>EDUCATION AND CARE SERVICES NATIONAL REGULATIONS</b>	
<b>86</b>	Notification to parents of incident, injury, trauma and illness
<b>89</b>	First Aid kits
<b>136</b>	First Aid qualifications
<b>146</b>	Nominated supervisor
<b>161</b>	Authorisations to be kept in enrolment record
<b>162</b>	Health information to be kept in enrolment record

### **Procedure**

#### **1. Employment requirements**

- 1.1 The nominated supervisor is responsible for ensuring that a minimum of one educator who is currently qualified in senior first aid, asthma management and anaphylaxis management is always present at the service and is educating and caring for children. Evidence of the first aid training will be kept for all Educators. (r136)
- 1.2 The service will endeavour to have all educators holding a current first aid qualification.
- 1.3 Whenever possible Educators will undergo first aid training as within the 3-month probation period or as soon as practicable. Thereafter, educators will renew certificates as required.

#### **2. First aid equipment**

- 2.1 First Aid kits are located so that educators can readily access them in an emergency. A portable First Aid kit is available for excursions. The Service maintains a First Aid – List of Items as recommended by an approved First Aid training provider. The contents of all First Aid kits are checked and replenished regularly.
- 2.2 A cold pack will be kept in the freezer for treatment of bruises and strains.
- 2.3 An inventory of the kits will be maintained and checked each term. The Nominated Supervisor may be required to produce these checklists in the event of a request from Management or from the NSW Regulatory Authority.
- 2.4 Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until an ambulance or Doctor arrives in more serious accidents.



## 2.5 Required information -

- Telephone numbers for the poisons centre are located by phones.
- Emergency contacts for children are kept in the system and are accessible to each staff by logging in to the system.
- CPR posters from recognised authorities are displayed in strategic positions throughout the Service including the indoor and outdoor play spaces.

## 3. Treatment procedure

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

- Assess the injury.
- Attend to the injured person and apply first aid as required.
- Ensure that disposable gloves are used with any contact with blood or bodily fluids.
- Ensure that all blood or bodily fluids are cleaned up as quickly as possible; the area disinfected and disposed of in a safe manner.
- Ensure that anyone who has come in contact with any blood or fluids wash their hands thoroughly in warm soapy water.
- Record the incident and treatment given on the injury/accident forms.

### 3.2 In the case of a major incident at the service requiring more than basic first aid, the first aid attendant will-

- Assess the injury and decide whether the injured person needs to be attended by a doctor or whether an ambulance should be called and tell the educator in charge or nominated supervisor of their decision.
- If the injury is serious the first priority is to get immediate medical attention, although parents or emergency contacts should be notified, if not contactable, there should be no delay in organising medical treatment. Another educator can keep trying to contact the parents or emergency contacts in the meantime.
- Attend to the injured person and apply first aid as required.
- Educators will ensure that disposable gloves are used with any contact with blood or bodily fluids.
- Educators will stay with the child until an ambulance arrives.
- The educators will try to make the child comfortable and reassure them and their parents/caregivers will be on their way.
- If an ambulance is called and the child is taken to hospital if the parents have not arrived an educator will accompany the child and take the child's enrolment records with them.
- Complete a WOOSHC accident report and a report to ACECQA through NQAITS.

### 3.3 The other responsible educator will:

- Notify parents or emergency contact person immediately regarding what happened and the action that is being taken including clear directions of where the child is being taken (e.g., hospital). Every effort must be made not to panic the parents and to provide detail regarding the injuries.
- Ensure that all blood or bodily fluids are cleaned up in a safe manner and the area is disinfected.
- Try to reassure all other children and keep them calm, keeping them informed about what is happening, and away from the injured child.
- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their Anaphylaxis and Asthma Management training. The required number of educators with these qualifications positioning near children meets regulatory requirements at all times, including on excursions.

## 4. Responsibilities of parents

- 4.1 To ensure their own contact details and those of any persons authorised by the parents to consent to medical treatment or ambulance transportation details are accurate, complete and up to date.

### Sources, further reading and useful websites

- Australian Children's Education & Care Quality Authority. (2014).
- My Time, Our Place: Framework for School Age Care in Australia (2011).
- Guide to the National Quality Standard
- Education and Care Services National Regulations
- Network of Community activities
- ST John first Aid <https://stjohn.org.au/>

### Policy review information –

Review Date	Date completed	By Whom	Collaborated	Comment
March 2021	31/3/2021	Brandi	Staff Committee Parents	
March 2022	8/4/2022	Brandi		
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