

## Administration of First Aid Policy

### Aim

- To ensure the centre has clear procedures for the administration of first aid
- To provide a safe and healthy environment for all children, educators and staff and families.
- To ensure educators appropriately administer first aid at all times.

### Rationale

In order to ensure the health and safety of all the children in our service and fulfil our duty of care it is imperative that all educators are fully trained in First Aid and its appropriate administration. To meet the legal obligations outlined in the *Education and Care Services National Regulations 2011*, and to ensure the health and wellbeing of all children attending the centre, CSIROCare recognises the importance of staff education, implementation of best practice policy and the involvement, engagement and understanding of parents and educators of children attending the centre. CSIROCare ensures that all educators have their current First Aid Training and Certificates and ensures that these are always relevant and up to date.

### Body

#### THE DIRECTOR/NOMINATED SUPERVISOR WILL:

- Ensures that every reasonable precaution is taken to protect all children in the centre from hazard and harm likely to cause any injury.
- Assess First Aid requirements in accordance with the Educational and Care Services Regulations.
- Ensure that all educators have approved and current first aid qualifications
- Appoint an educator to maintain the first aid kits
- Provide and maintain appropriately stocked first aid kits that meet the Australian Standards. First aids kits are located outside of playroom 4, in the Gatehouse, and within Playroom 1.
- Portable first aid kits are provided when children go to the bush playground or for evacuations
- Ensure there is an induction process for all new staff members and clearly indicate where First Aid kits are located.
- Ensure that parents are notified of any accidents/injury/trauma and illness within a 24 hour period.
- Ensure staff members are offered support following any serious incidents that occur at the service.
- Ensure that First Aid posters and flow charts are displayed
- Up to date First Aid information is obtained and promptly communicated to all educators.
- Ensure that child to educator ratios are maintained at all times in accordance with the *Education and Care Service National Regulations 2011*.

#### THE NOMINATED FIRST AID OFFICER WILL:

- Maintain current First Aid qualifications at all times
- Monitor the contents of all First Aid kits and ensure all products are within their expiry date.
- Inform the Nominated Supervisor of any products from the First Aid Kits that need replacing.
- Keep up to date with any changes to the administration of First Aid.
- Notify the Department of Education and Training (DET) of any serious incident within 24 hours of the incident occurring, via the NQS ITS portal on the ACECQA website:

**EDUCATORS WILL:**

- Implement appropriate First Aid procedures when necessary.
- Ensure they are familiar with all children's Medical Plans, Risk minimisation Strategies in order to effectively carry out First Aid for children with Medical Conditions (see Medical Conditions Policy)
- Maintain current approved First Aid qualifications at all times (at the discretion of the Director)
- Ensure all children are adequately supervised.
- Ensure that all administration of First Aid is recorded in the accident/injury/trauma and illness records
- Notify the families within a month of the expiry of any epi-pens, asthma medication or regular medication
- Contact Parents/guardian immediately if their child is involved in a serious incident or for any injury that occurs above the neck.
- Adhere to the centres policies associated with this policy. For example the centres Illness Policy, Communicable and Infectious Disease Policy and Accident/Injury Policy.
- Notify the Nominated Supervisor and Approved Provider of any serious incidents that occur immediately or any other relevant incidents.
- Notify the First Aid officer of any supplies required.
- Notify the Nominated Supervisor or the Indoor/outdoor check officer of any possible hazards or risk management suggestions.

**PARENTS/GUARDIANS WILL:**

- Provide the required information regarding the health of their child
- To be contactable in the event of an emergency.