

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning – Administration of First Aid

Policy: Avenue Neighbourhood House @ Eley Inc. (ANH@E) is committed to providing a safe and secure environment for children in their care. First Aid will be administered as necessary by staff that hold a current first aid certificate. As a demonstration of duty of care and best practice ANH@E requires all Early Learning staff to hold current approved first aid qualifications.

This policy should be read in conjunction with:

- Child Health policy
- Anaphylaxis policy
- Asthma Management policy
- Diabetes policy
- Medical Conditions and Administering Medication policy

Relevant Legislation and Standards:

- Education and Care Services National Law Act 2010: Sections 167, 169
- Education and Care Services National Regulations: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245
- National Quality Standard, Quality Area
- Occupational Health and Safety Act 2004

Code of Practice:

ANH@E Early Learning Centre will

- ensure that every reasonable precaution is taken to protect children from harm and hazards that are likely to cause injury.
- ensure that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service. This can be the same person who has anaphylaxis management training and emergency asthma management training.
- appoint a nominated First Aid Officer. This is a legislative requirement where there are 10 or more employees.
- ensure a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
- ensure that first aid training details are recorded on each staff member's record.
- ensure there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.
- ensure that parents or guardians are notified as soon as possible (within 24 hours' time is the maximum) if their child is involved in an incident, injury, trauma or illness at ANH@E and record details on the Incident, Injury, Trauma and Illness Record.
- ensure that staff are offered support and debriefing following a serious incident requiring the administration of first aid.
- ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.
- keep up to date with any changes in procedures for administration of first aid , ensuring that all educators are informed of these changes.

The nominated First Aid Officer is responsible for:

- maintaining a current approved first aid qualification.
- responding to and assisting staff when dealing with a serious incident or trauma.
- providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities.
- monitoring the contents of all first aid kits and arranging replacement of stock, including when the use-by dates have been reached (to be done every 6 months).
- disposing of out-of-date materials appropriately.
- ensuring safety signs showing the location of first aid kits are clearly displayed.
- ensuring 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 (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA
- providing in house training of the administration of an auto-injection device annually and documenting on staff files.
- keeping up to date with any changes in the procedures for the administration of first aid.

Educators with approved first aid qualifications are responsible for:

- implementing appropriate first aid procedures when necessary.
- maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required.
- practicing CPR and administration of an auto-injection device at least annually.
- ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.
- ensuring that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record.
- conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised.

Parents/guardians are responsible for:

- providing the required information for their child's medical record.
- updating information for their child's medical record if the child's health changes and informing staff of the change in the child's health.
- providing written consent (via the enrolment record) for staff to administer first aid and call an ambulance, if required.
- being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.

This policy was created in June 2017 and will be reviewed again in June 2019.

This policy will be reviewed bi annually unless there are any regulatory or legislative requirements and/or any feedback from staff, parents and the community.