

Administration of First Aid Policy

Quality Area 2 – Children’s Health and Safety

Policy Statement

First aid can preserve life, prevent a condition from worsening, and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an Education & Care service where team members have a duty of care to take positive steps towards maintaining the health and safety of each child and or sick or injured persons within the workplace.

Ambrose Education and Care Services will maintain the rights and dignity of each child or persons when administering first aid.

Goals / What are we going to do?

The Administration of First Aid policy, strategies, and practices are designed to support team members to:

- ensure that ill or injured persons are stabilised and comforted until medical help intervenes.
- monitor ill or injured persons in the recovery stage.
- apply further first aid strategies if the condition does not improve.
- ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.
- ensure that they fulfil their duty of care in relation to sick or injured persons and children within the workplace.

Strategies- How will it be done?

First Aid Qualifications

In accordance with the Education and Care Services National Regulations 136.

- The following persons 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 nominated supervisor/responsible person or an educator of the service who holds a current approved first aid qualification;
 - b. at least one nominated supervisor/responsible person or an educator of the service who has undertaken current approved anaphylaxis management training;

- c. at least one nominated supervisor/responsible person or an educator of the service who has undertaken current approved emergency asthma management training.

The same person may hold one or more of the above qualifications.

- In accordance with Regulation 136, first aid qualifications must be acquired through an approved registered training organisation as deemed so by the national authority.
- An approved first aid qualification is taken to be current if:
 - a. in the case of emergency life support training and cardiopulmonary resuscitation training that forms part of the approved first aid qualification, the training was completed within the previous year; and
 - b. in the case of any other training that forms part of the approved first aid qualification, the training was completed within the previous 3 years; and
- Approved anaphylaxis management training is taken to be current if the training was completed within the previous 3 years; and
- Approved emergency asthma management training is taken to be current if the training was completed within the previous 3 years.
- Copies of first aid qualifications will be stored in employee records.
- Information is made available to children, families and team members of those persons who hold first aid qualifications.

First Aid Action Response

First aid is provided in response to illness or injury. Ambrose team members have an obligation to ensure parents and guardians are informed about first aid provided to their child/ren within 24 hours of first aid being provided.

Notification to parents/guardians can be undertaken verbally prior to an Incident, Injury, Illness and Trauma record has been completed. Incident, Injury, Illness and Trauma Record must still be completed as soon as practicably possible.

Team members will ensure reasonable steps are taken to inform the Regulatory Authority of any notifiable incident, injuries, Illness or Trauma in line with Ambrose procedures and the Education and Care services National Law 174.

Infection and Prevention Control

- Adequate infection and prevention control measures will be practiced when administering first aid or cleaning up blood or bodily fluids. This will include the use of personal protective equipment.
- Children, team members and students and volunteers who have displayed signs of a high temperature of 38C or higher, vomiting, or diarrhea in the 24 hour period prior to attendance will be unable to attend the service.
- Children, Team members and students and volunteers who have been prescribed antibiotics will be unable to attend the service for 24 hours from the commencement of antibiotics.

- Children who have been given Ibuprofen and/or Paracetamol will be unable to attend the service for 24 hours. Exclusion times may vary depending on illness as advise provided by the NSW Public Health Unit.
- In the event of a serious illness (fever of 38C or a suspected infectious disease) the service will contact the child's authorised persons for collection of the child within 30 minutes.
 - If a child's authorised persons is unable to be contacted the Nominated supervisor/Responsible person will use their discretion to determine whether an ambulance is required.
 - If a child's authorised persons is unable to collect the child within 30mins the Nominated supervisor/Responsible person will use their discretion to determine whether an ambulance is required.
- Children enrolled in an affiliated school who have had an incident, accident, or illness at school and attended sick bay will be unable to attend after school care and will be required to be collected directly from the school.
- Children who are absent from an education and care service due to illness will not be able to attend scheduled Ambrose calendar/community events at the service. These include but are not limited to, social gatherings, excursions and workshops.

The Need for an Ambulance

An ambulance may be called when the following instances (but not limited to) occur to a person or child at the service:

- unconsciousness or an altered conscious state;
- experiencing difficulty breathing;
- showing signs of shock;
- experiencing severe bleeding, or who is vomiting blood or passing blood;
- slurred speech;
- injuries to the head, neck or back;
- possible broken bones
- showing signs of asthma/allergic/anaphylactic reactions
- presenting with a temperature of 38C or higher.

Poisons Information Centre

The Poisons Information Centre telephone number 131 126 is displayed:

- Next to every telephone in the service.
- Stored in mobile phones
- Where dangerous products are stored.

First Aid Kit and Emergency Equipment

All first aid kits must:

- not be locked while children are in attendance.
- not contain Ibuprofen and/or Paracetamol
- be easily recognisable and readily accessible to adults, having regard to the design of the education and care service premises. Be suitable for the number of team members, children and sufficient for the immediate treatment of injuries and illness.
- contain a list of contents.

- be regularly checked and restocked using the first aid kit checklist to ensure the contents are as listed and have not depreciated or expired.
- be maintained in proper condition, be dustproof and of sufficient in size to adequately store the required contents.
- first aid kits must be taken on excursions and be attended by first aid qualified team members.

Ambrose services will ensure that a defibrillator is accessible and readily available in the event of an emergency. Services are responsible for ensuring that defibrillators are in working order.

Risk Assessments

Risk assessments will take into consideration the need to undertake first aid within the education and care service.

Procedures

First Aid procedures may consider:

- how the service will ensure that a minimum of 1 person is rostered on at all times with approved first aid training as outlined in regulation 136.
- how treatment provided to children is documented considering method.
- how team members are informed of first aid procedures, practices, including induction and training refreshment.
- how families will be notified if first aid treatment must be provided to their child/ren
- how team members take consideration for individual needs of children and family preferences
- different age groups and care settings
- the location of first aid kits, including considerations when on excursions or during workshops.
- the processes for checking and restocking first aid kits.
- appropriate personal protective equipment
- the location of defibrillator

Roles and Responsibilities

Role	Authority / Responsibility For
Approved Provider/Delegates	<ul style="list-style-type: none">• Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011• Ensure notification to the regulatory authority of any serious incident as prescribed by the National Regulations.• Ensure that all team members approved first aid qualifications, CPR, anaphylaxis management training and emergency asthma management training is current, meet National Regulations (Regulation 136 & 137), and are approved by the National Authority.

	<ul style="list-style-type: none"> • Ensure there is an induction process for all new team members, that includes providing information on the location of first aid kits and specific first aid requirements. • Provide, guidance and advice to ensure adherence to this policy • Maintain privacy and confidentiality at all times
Nominated Supervisor/Responsible Person	<ul style="list-style-type: none"> • Adhere to this policy. • Must notify the regulatory authority in conjunction with the Education and Care services line manager of any serious incident as prescribed by the National Regulations. • Notify parents/guardians within 24 hours should first aid be applied to their child. • Ensure that all team members approved first aid qualifications, CPR, anaphylaxis management training, and emergency asthma management training is current, meet the requirements of the National Regulations 2011 (Regulation 136 & 137), and are approved by the National Authority. • Ensure that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167). • Ensure safety signs showing the location of first aid kits and defibrillators are clearly displayed. • Ensure that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma, and illness record. • Ensure that first aid kits are regularly checked and restocked ensuring the contents have not depreciated or expired. • Ensure there is a fully stocked first aid kit readily available when children are being educated and cared for at a service. • Ensure a defibrillator is accessible by the service and take reasonable steps to ensure it's in working order. • Ensure a resuscitation flow chart is displayed in prominent positions throughout the physical environment. • Ensure first aid trained team members are implementing appropriate first aid procedures when necessary. • Ensure that first aid training qualifications are accessible & form part of the team members staff file. • Ensure there is an induction process for all new team members that includes providing information on the location of first aid kits and specific first aid requirements. • Keep up to date with any changes in procedures for the administration of first aid and ensure all team members are informed of these changes. • Maintain a current approved first aid qualification. • Maintain cardiopulmonary resuscitation (CPR) training annually. • Dispose of out-of-date materials appropriately. • Provide, guidance and advice to ensure adherence to this policy. • Maintain privacy and confidentiality at all times.

Educators	<ul style="list-style-type: none"> • Adhere to this policy • Team members with first aid qualifications as prescribed by the National Regulations (136 & 137) will implement appropriate first aid procedures when necessary. • Team members who have not obtained first aid training as prescribed by the National Regulations (136 & 137) will not perform first aid. • As required, Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management. • As required, maintain cardiopulmonary resuscitation (CPR) qualifications annually. • Ensure that all children are adequately supervised while providing first aid and comfort for a child. • Ensure that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record. • Take reasonable steps, to ensure that parent/guardians have been notified of any incident, injury, illness or trauma that has occurred to their child. • Where applicable, notify the Nominated Supervisor three months prior to the expiration of first aid, asthma, or anaphylaxis accredited training and CPR. • Maintain privacy and confidentiality at all times
Families	<ul style="list-style-type: none"> • Provide written consent (via the enrolment record) for team members to administer first aid and call an ambulance, if required. • Be contactable, either directly or through authorised nominees/emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid. • Provide the required information for the service's medication record including child medication and action plans. • Provide authorised nominees who will actively strive to pick up your child/ren within 30 minutes should the service require. • Inform the service, as soon as practicably possible should your child/ren require medical treatment following an incident occurring during attendance at a service. i.e. visit a general practitioner.
Students and Volunteers	<ul style="list-style-type: none"> • Adhere to this policy. • Be aware of children's individual health care needs. • Seek support from a qualified first aid team member should a child require administration of first aid. • Maintain privacy and confidentiality at all times • Refrain from providing first aid unless qualified to do so or under the supervision of the Nominated Supervisor/Responsible Person.
Support Office	<ul style="list-style-type: none"> • To adhere to this Policy.

- Maintain privacy and confidentiality at all times
- As required, provide support for team members through the employee assistance program.
- If a support office team member is not considered to be directly working with children as per the service roster, they are not to provide first aid, unless in an emergency and qualified to do so.

Monitoring, Evaluation, and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy as per the policy schedule and/or as required.



To provide Feedback scan the QR code or click [here](#)

RELATED LEGISLATION

Education and Care Services National Law Act 2010: Sections 167, 174

Education and Care Services National Regulations 2011: Regulations 86, 87, 88, 89, 92, 99, 136, 137, 147, 168, 170

Work Health and Safety Act 2011

Children and Young Persons (Care and Protection) Act 1998

Child Safe Standards- [Guide to the Child Safe Standards \(nsw.gov.au\)](https://www.nsw.gov.au/child-safe-standards)

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2, 2.1.2

SOURCES/ USEFUL RESOURCES

ACECQA – www.acecqa.gov.au/first-aid-qualifications-and-training

Guide to the National Law and National Regulations

Australian Red Cross – www.redcross.org.au

St John Ambulance Australia (NSW) – www.stjohnnsw.com.au

First aid in the workplace – www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace

Community Early Learning Australia (CELA) www.cela.org.au

Poisons Information Centre telephone number 131 126

Definitions

**Approved
anaphylaxis**

Anaphylaxis management training approved by the National Authority

management training	
Approved emergency asthma management training	Emergency asthma management training approved by the National Authority.
Approved first aid qualification	<p>A qualification approved by the National Authority that includes training in the following that relates to and is appropriate to children:</p> <ul style="list-style-type: none"> a) Emergency life support and cardio-pulmonary b) resuscitation (CPR); c) convulsions; d) poisoning; e) respiratory difficulties; f) management of severe bleeding; g) injury and basic wound care; h) administration of an auto-immune adrenaline device.

Breaches

The approved provider of an education and care service must ensure that an appropriate number of first aid kits are kept having regard to the number of children being educated and cared for by the service and the first aid kits must be suitably equipped and the first aid kits must be easily recognisable and readily accessible to adults, having regard to the design of the education and care service premises.	Penalty: \$2200
The approved provider of an education and care service must ensure that a trained educator is in attendance at any place where children are being educated and care for by the service at all times with approved first aid qualifications, CPR, anaphylaxis management training, and emergency asthma management training.	Penalty: \$2200
The approved provider of an education and care service must ensure that reasonable steps are taken to prevent the spread of the infectious disease at the service. They must also ensure that a parent or an authorised emergency contact of each child being educated and cared for by the service is notified of the occurrence as soon as practicable.	Penalty: \$2200
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.	Penalty: \$2200
The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.	Penalty: \$11400

The Nominated Supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.	Penalty: \$11400
An approved provider must notify the Regulatory Authority of the following information in relation to an approved education and care service operated by the approved provider— (a) any serious incident at the approved education and care service; (b) any complaints alleging— (i) that a serious incident has occurred or is occurring while a child was or is being educated and cared for by the approved education and care service; or (ii) that this Law has been contravened; (c) information in respect of any other prescribed matters.	Penalty: \$4500
The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).	Penalty: \$2200
A nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).	Penalty: \$2200
The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).	Penalty: \$1100
The approved provider of a centre-based service must take reasonable steps to ensure that nominated supervisors and staff members of, and volunteers at, the service follow the policies and procedures required under regulation 168.	Penalty: \$1100