



ECHUNGA
PRIMARY & PRESCHOOL

Administration of First Aid Policy and Procedure

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Background

The *Education and Care Services National Regulations* require approved providers to have policies and procedures in place in relation to the administration of first aid.

First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of preschool service where Educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

Preschool services have a responsibility to act to protect the safety and wellbeing of the children, educators and staff who access the service. Regulation 136 refers to first aid qualifications. To view the approved list, go to

www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training

The preschool service must ensure that at least one educator, staff member or nominated supervisor:

- holds a current approved first aid qualification
- has undertaken current approved anaphylaxis management training
- has undertaken current approved emergency asthma management training.

Policy statement

We are committed to providing an environment that promotes children's health, safety and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid.

Echunga Preschool recognises that a first aid response to children or adults suffering from a physical, emotional or psychological condition is a matter of priority and so we will act to ensure all possible assistance is rendered in accordance with state and national legislation. Educators will have the required qualifications and there will be trained educators present at all times.

Our preschool service has a duty of care to provide and protect the health and safety of children, families, educators, and visitors of the service. This policy aims to support educators to:

- Preserve life.
- Ensure the environment is safe and other people are not in danger of becoming ill or injured.
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes.
- Relieve pain if possible.
- Monitor ill or injured persons and promote recovery.
- Provide immediate and effective first aid to children or adults.
- Apply additional first aid if the condition does not improve.
- Ensuring that the service meets the Education and Care Services National Regulations

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and the standards provided in Safe Work SA Approved Code of Practice for First Aid in the Workplace.

- Ensuring that current and up to date information on applicable legislation regarding first aid is held at the service.
- Ensuring that educators employed at the service have and maintain appropriate qualifications in the delivery of first aid, and management of anaphylaxis and asthma.
- Ensuring that all educators have access to training to maintain and update their first aid qualifications.
- Ensuring that the first aid equipment held at the service meets the regulations as outlined in the Safe Work SA Approved Code of Practice for First Aid in the Workplace and that any specific equipment is also suitable for use with children.
- Ensuring Material Safety Data Sheets are held at the service for all chemicals accessible at the service.

'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.' (Safe Work Australia).

3. Relationship and Legislative Requirements

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record

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88	Infectious diseases
89	First aid kits
90	Medical conditions policy
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement-anaphylaxis or asthma emergency
97	Emergency and evacuation procedures
101	Conduct a risk assessment for excursions
102C	Conduct a risk assessment for transporting of children by the education and care service
136	First aid qualifications
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168 (2)(a)(iv)	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents
167	Offence relating to protection of children from harm and hazards

RELATED POLICIES

Administration of Medication Policy Child Safe Environment Policy Emergency and Evacuation Policy Incident, Injury, Trauma and Illness Policy	Medical Conditions policy Safe Transportation Policy Sun Safety Policy Water Safety Policy
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Procedures

General

The health, safety and wellbeing of children is a paramount consideration for our service. Therefore, we will take every reasonable precaution to protect the children from harm and ensure that we are well equipped to administer first aid in the event of injury or illness.

- We ensure that educators and staff are able to undertake their roles effectively. In relation to the administration of first aid, they will receive regular training to ensure their qualifications are approved and up-to-date, as well as access to suitably equipped first aid kits.
- We ensure that there is at least one staff member with current first aid qualifications in attendance at all times that education and care is provided to children.
- Clear roles ensure that management, educators and staff are aware of their responsibilities in relation to the administration of first aid, notifications and reporting.
- We create opportunities for children to learn and develop. This includes incorporating health and safety and basic first aid and self-care into the educational program.
- The service holds a copy of certificates in the educator's file.
- In the event that a child is injured or falls ill during the session, the educator will determine if the child is too unwell to remain at the service. The child will be removed to a quiet area if possible.
- The qualified educator will contact the family or their emergency contacts to advise of the nature of the illness and that someone needs to collect the child. The qualified educator will inform the child of the family's estimated time of arrival and will remain with the child until the family member arrives.
- In the event of a serious injury or illness, the qualified educator will provide first aid and, if necessary, arrange ambulance transport to the appropriate hospital, as deemed necessary or as indicated in a child's care plan (e.g. for diabetes).
- In the event of a serious injury or illness, the qualified educator will ensure they contact the family/guardian as soon as practicable, to notify them of the incident and ongoing events.

In the event that a child needs to be transported in an ambulance:

- If the educator is able to contact the family or emergency contacts and they are able to meet the child at the ambulance's destination immediately, the educator will ensure that all medical information held at the service is provided to ambulance officers, record the destination and contact details of the ambulance and pass this information on to the family as soon as practicable. If there is an educator or school staff available then they will be transported with the child.
- If the educator is unable to contact any of the emergency contacts for the child, or a family member or the child's emergency contacts are unable to immediately meet the child at the ambulance's destination, an educator or the Principal will be required to travel in the ambulance to the hospital with the child, along with the child's enrolment and medical information that is held at the service.

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- a) The travelling educator / Principal will continue to try to contact the emergency contacts until someone can be reached.
 - b) The travelling educator will remain with the child until a family member or emergency contact arrives to support the child.
 - c) The remaining educators at the service will contact an emergency educator to come to the service to ensure that required educator to child ratios are restored as soon as practicable.
 - d) The service will cover the cost of transport for the travelling educator to return to the service.
- Educators have a duty of care to call an ambulance in an emergency: this would include instances where a child's health was at risk due to parental delay in collecting the child.
 - Educators have a duty of care and responsibility to provide first aid and seek emergency support if appropriate.
 - It is the parent's responsibility to follow up medical care and seek advice from a doctor for non-emergency conditions.
 - Injured or unwell children will not be transported by educators using a personal vehicle.

Considerations for instances where there is a single educator

- The Principal will take over responsibility for the children remaining at the service, whilst the educator travels in the ambulance with the child if necessary. If the Principal is unavailable or offsite, another teacher from school will take over this role.
- If a child is unwell when only one educator is present, the usual procedures for contacting the parent will be followed. In addition, the unwell child will be kept under close supervision by the educator in an appropriate place until the child recovers or is collected. The educator must also effectively supervise the other children at the service.

First aid documentation

- Minor incidents are to be documented in the accident register, a note is to be placed in the notes of the day book to alert a collecting parent/guardian that there has been an incident, that they will need to speak to the qualified educator regarding the incident. If an incident report has been filled in the then educator will ensure that the parent has signed it.
- An injury incident relating to Department for Education employees and non-Department for Education persons, such as educators, parents, volunteers and children, the injury incident will be reported on IRMS within 12 hours of the incident happening.
- In the incident of an injury to the head, parents are instantly and directly informed through the Seesaw messaging and the appropriate First Aid documentation is completed for parents to sign.

First aid kit

The Approved Provider of the Service will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations (regulation 89).

The First Aid Kit must:

- be suitably equipped
- not be locked
- not contain paracetamol or ibuprofen
- be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Service
- be easily accessible and visible to staff and educators
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- contain a list of the contents of the kit
- be regularly checked using the *First Aid Kit Checklist* to ensure the contents are as listed and have not degraded or expired
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
- be stocked with precautionary items such as sunscreen and water if using outdoors
- be taken on excursions
- be maintained in proper condition and the contents restocked as required.
- The first aid travel bag contain only a limited supply of equipment and, as such, are to be used only when outside.
- In the event of an emergency that exceeds the supplies available at the service, the designated first aider may access the first aid supplies held in the first aid room in the school. Any first aid supplies utilised from the school must be replaced by the service as a matter of priority.

Management of unwell children

- If a child becomes unwell while at preschool, the parents will be notified and asked to collect the child. The child will be made comfortable and separated from the other children, as practical as possible, until the parent arrives or until the child recovers. When a parent cannot be contacted, our educators will phone emergency contacts.
- If a child requires immediate medical aid (an ambulance), the educator will secure that aid and notify the parent.
- If medication is required in an emergency, and there is no prior consent of the parent, the educator will contact the parent and call for an Ambulance.

Roles	Responsibilities
<p>Approved provider</p>	<ul style="list-style-type: none"> • ensure that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met • take reasonable steps to ensure that the nominated supervisor, educators, staff and volunteers follow the policy and procedures • <i>Centre-based service</i>: ensure at least one educator, staff member or nominated supervisor is in attendance and <u>immediately available</u> in an emergency who: holds a current approved first aid qualification • has undertaken current approved anaphylaxis management training • has undertaken current approved emergency asthma management training • ensure an appropriate number of first aid kits are kept, having regard to the number of children at the service. The kits must be suitably equipped, easily recognisable, and readily accessible to adults having regard to the design of the service premises and any requirements for excursions and/or transportation of children, where applicable • ensure that information relating to the administration of first aid resulting from an incident, injury, trauma or illness is recorded in the Incident, injury, trauma and illness record. It should be recorded as soon as possible, and within 12 hours, after the incident, injury, trauma or illness • ensure that incidents, injury, trauma and illness events requiring first aid are notified to families as soon as practicable but not later than 12 hours after the occurrence. In the case of a serious incident, notification must also be given to the regulatory authority within 24 hours • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow The administration of first aid policy and procedures • ensure that copies of the policy and procedures are readily accessible to the nominated supervisor, co-ordinators, educators and staff, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: affect the fees charged or the way they are collected or significantly impact the service's education and care of children or significantly impact the family's ability to utilise the service.
<p>Nominated supervisor/ Responsible person/Principal</p>	<ul style="list-style-type: none"> • implement The administration of first aid policy and procedures • ensure at least one educator or staff member holds current approved first aid qualifications and is in attendance at all times

	<p>that children are being educated and cared for by the service, including on excursions and during periods of transportation</p> <ul style="list-style-type: none"> • ensure an appropriate number of first aid kits are kept, having regard to the number of children at the service, and they are suitably equipped, easily recognisable and readily accessible to adults having regard to the design of the service premises • ensure an appropriate number of suitably equipped first aid kits are taken on excursions • monitor and maintain stock in first aid kits • support educators and staff to maintain their current first aid qualifications.
<p>Educators</p>	<ul style="list-style-type: none"> • implement <i>The administration of first aid policy</i> and <i>procedures</i> • maintain current approved first aid qualifications • seek further medical attention if required after first aid has been administered • record information as soon as possible, and within 12 hours after the incident, injury, trauma or illness, in the Incident, injury, trauma and illness record (including any first aid administered), and ensure families are appropriately notified • ensure an appropriate number of suitably equipped first aid kits are taken on excursions • monitor and maintain stock in first aid kits • be aware of children attending the service with allergies and their attendance days and apply this knowledge when providing first aid • while attending to a child requiring first aid, ensure other children are adequately supervised.
<p>Families</p>	<ul style="list-style-type: none"> • provide authorisation in their child's enrolment form for the approved provider, nominated supervisor or an educator to seek medical treatment for their child from a registered medical practitioner, hospital or ambulance service and, if required, for transportation by an ambulance service • be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation • notify the service upon enrolment of any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed • ensure any medical management plans at the service are kept up-to-date • if needed, collect their child as soon as possible when notified of an incident, injury, trauma or illness that required first aid • be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention

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| | <ul style="list-style-type: none">• notify educators or staff if there has been a change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care and require the administration of first aid. |
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Resources/References

Australian Children's Education & Care Quality Authority. (2014).

ACECQA. (2021). Policy and procedure guidelines- *Administration of First Aid Guidelines*

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (amended 2020).

Revised National Quality Standard. (2018).

Safe Work Australia First Aid in the Workplace Code of Practice:

<https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace>

Safe Work Australia Legislative Fact Sheets First Aiders:

<https://www.safeworkaustralia.gov.au/first-aid>