

First Aid Policy

Quality Area 2: Children's health and safety

Standard 2.1 Each child's health is promoted.

Standard 2.2 Each child is protected.

POLICY STATEMENT

First aid can save lives and prevent minor illnesses and injuries from becoming life threatening. Educators and other staff at Arabanoo are required to understand how to provide basic first aid and have a duty of care to assist ill or injured children and if required, administer medication.

Arabanoo ensures first aid equipment and support are available to all children, Educators and visitors to the Service and whilst on excursions.

Arabanoo's first aid training schedule ensures a minimum of 25% of staff hold an approved First Aid, Asthma and Anaphylaxis Management qualification. Additionally, at least 50% of Arabanoo's staff are CPR trained.

There will be at least one Educator on duty at all times who holds a current approved First Aid qualification.

The number of first aid kits will be appropriate to the number of children being cared for at Arabanoo. The first aid kits will be suitably equipped, regularly stocked and readily accessible for adults to use at all times.

This Policy (in conjunction with first aid training) supports Educators to:

- Ensure the environment is safe and children are not at risk of becoming injured or ill,
- Preserve life,
- Ensure ill or injured children are comforted and supported until medical assistance arrives or the child is picked up from the Service,
- Monitor ill or injured children and promote recovery,
- Provide immediate and effective first aid to children and adults, and
- Apply additional first aid if the condition does not improve.

RATIONALE

Under the [Education and Care Services National Law and Regulations](#), Outside School Hours Care Services are required to ensure:

- At least one staff member or one Nominated Supervisor at the Service holds a current approved First Aid qualification.
- At least one staff member or one Nominated Supervisor at the Service has undertaken current approved anaphylaxis management training.
- At least one staff member or one Nominated Supervisor at the Service has undertaken current approved emergency asthma management training.

Staff with current qualifications must be on duty at all times and immediately available in an emergency.

This Policy is implemented to compliment these requirements and outline what Educators and other staff must do when administering first aid to children or adults at the Service.

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CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standard	Other Service policies/documentation	Other
Education and Care Services National Law: 301 Education and Care Services National Regulations: 12, 87, 89, 90, 91, 136, 146, 147, 153, 160, 161, 162, 168, 174, 190, 416	2.1.1, 2.1.2, 2.2, 2.2.1, 7.1.1, 7.2.1	Constitution Quality Improvement Plan PMC Handbook Staff Handbook Code of Conduct Confidentiality Policy, Hygiene policy, Incident and injury policy	<ul style="list-style-type: none"> • ACECQA First aid qualifications and training • ACECQA Administration of first aid policy guidelines • Work, Health and Safety Act 2011 (NSW) • Safe Work Australia First Aid in the Workplace Code of Practice

ENDORSEMENT BY THE SERVICE:

Approval date: Sept 2024

Date for Review: Sept 2026

Policy History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Bridget Pawley and Margie Bishop, May 2013.

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
3.0	12 August 2015	Vanessa Williamson and Constandina Shackleton	Various	Relating to moving in to the new building	Kerry Sinclair 12 February 2016
4.0	5 June 2017	Rowan Friend and Belinda Edmunds		Separated policy from procedure	Belinda Edmunds 6 June 2017
5.0	2 May 2019	Rowan Friend and Kate Sellick	Standards	Updated to the new NQS	Kate Sellick – 8 May 2019
6.0	July 2024	KW OSHC Consulting	Policy Statement	Clarity and readability improved	Rowan Friend – 3 Sept 2024
			Rationale	Added to explain why the policy is in place	

First Aid Procedure

IMPLEMENTATION

At Arabanoo, the Nominated Supervisor, educators, other staff, and the Parent Management Committee must adhere to this Policy. Arabanoo staff will provide first aid to children in an emergency and will take all the appropriate steps to ensure children and adults are safe and free from injury and illness when waiting for medical assistance to arrive or for the child to be picked up from the Service.

PROCEDURE

The Parent Management Committee (PMC) will:

- Provide first aid and CPR training to Service staff:

First Aid and CPR training will be offered annually so at least 25% of all Arabanoo staff are qualified in first aid, asthma management and anaphylaxis management and at least 50% of Arabanoo staff are CPR trained.

New Educators are required to undergo first aid training funded by Arabanoo within the first year of employment. After this, Educators will renew their certificates as required and paid for by Arabanoo.

The Service will allow for the cost of the first aid course or renewal for each Educator as part of the training budget.

The Nominated Supervisor will:

- Ensure that a minimum of one Educator who:
 - holds a current approved first aid qualification,
 - has undertaken current approved anaphylaxis management training, and
 - has undertaken current approved emergency asthma management training is present at the Service at all times.
- Ensure first aid training details are recorded and kept up to date in each staff member's file.
- Ensure all Educators' first aid and CPR qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of [Regulation 136](#).
- Ensure Educators understand where the first aid kits are located and understand what they need to do in an emergency. **This information must be given to Educators upon orientation.**
- Ensure Educators are offered support and a chance to debrief after a serious incident requiring the administration of first aid.
- Ensure a resuscitation flow chart is displayed in a prominent and visible position in the indoor and outdoor environments at the Service.
- Keep up to date with changes in how to administer first aid and ensure all Educators are informed of these changes.
- Maintain a current approved first aid qualification.
- Support Educators when dealing with a serious incident or trauma.
- Maintain up to date first aid kits that are fully equipped as per the St John's Ambulance [checklist](#).
- Ensure the first aid kits are kept in a designated place that is accessible to staff and volunteers and inaccessible to children.

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First Aid Kits

- A fully stocked and updated first aid kit is kept in the designated place in the Service and is accessible to staff and volunteers and inaccessible to children (senior campus – kitchen cupboard & junior campus, kitchen shelf marked with first aid sticker).
- During orientation, Educators and volunteers are made aware of the first aid kits, where they are kept and their responsibilities in the event of an emergency or when first aid is necessary.
- At least four separate travelling first aid kits are kept onsite (two on each campus). Eastern/Junior first aid kits are returned daily to the Western/Senior campus. They are taken on all excursions and to outdoor activities. Instant ice packs are also taken on excursions.

- Ensure the first aid kits contain the minimum equipment suggested by the [Survival First Aid Checklist](#)
- **Note:** items included in the kit above and beyond the minimum equipment suggested by St John's Ambulance require parental authorisation.
- Check expiry dates on medication, including EpiPens and inventory **each term** and replenish medication when required.
- An inventory of the first aid kits is checked weekly & signed off.
- Cold packs will be kept in the freezer for treatment of bruises and strains.
- Current first aid kit contents list is displayed in the Service office.

In the event of a serious illness or injury, the Nominated Supervisor will:

- Determine if the child is too unwell to remain at the Service and if so, take the child to a quiet area in the Service and call the child's parents/guardians to collect them.
- Inform the child of their parent's estimated arrival time and remain with the child until the parent arrives.
- Provide first aid and if necessary, call an ambulance to transport the child to the nearest hospital.
- Contact the child's parent/guardian as soon as practicable and notify them of the events and the incident.

If a child needs to be transported to hospital by an ambulance, the Nominated Supervisor will:

- Contact the child's parents/emergency contact immediately and ask if they can meet the child at the ambulance's destination.
- Provide all the child's medical information that is held at the Service to the paramedics, including the child's parents' contact information.
- **Note:** if the child's parent/emergency contact is unable to be reached, the Nominated Supervisor will send an Educator to travel with the child in the ambulance. The Educator will bring all the child's medical information that is held at the Service.

If a child needs to be transported to hospital by an ambulance, the travelling Educator will:

- Continue to contact the child's parents/emergency contacts until they can be reached.
- Remain with the child until a parent/emergency contact arrives to support the child.
- **Note:** the Educators remaining at the Service will contact another Educator to come to Service to ensure child ratios are restored as soon as possible.

First Aid Procedure

Educators will:

- Administer appropriate first aid when necessary and always adhere to this Policy.
- Administer medication to preserve the life, safety and health of a child in emergency situations, e.g. for a child with diabetes, epilepsy, anaphylaxis, asthma and other health issues.
- Maintain current and approved first aid, CPR, anaphylaxis management and emergency asthma management qualifications and update as required.
- Refresh CPR and administration of an auto-injector device annually.
- Adequately supervise the children while providing first aid and comfort the child involved in an incident.
- Record the details of the incident requiring the administration of first aid on the Incident, Injury, Trauma, and Illness Record.

Educators have a duty of care and responsibility to provide first aid and seek emergency support. The initial care provided by an Educator is consistent with their level of training and competence.

When the level of first aid required goes beyond the Educator's training and competence, they must call an ambulance, including instances where the child's health is at risk if there is a delay in the parent picking up the child from the Service.

Emergency First Aid Administration

- Educators who hold a current first aid certificate will only administer first aid in minor accidents or to stabilise the victim until medical assistance arrives in more serious accidents.
- Telephone numbers of emergency contacts, the local doctor and the poisons centre will be located near the phone. Parent/carers contact details are accessible through CCMS, on the Service mobile, and saved in files on the iPads.
- In the event of an emergency, the Educator administering the first aid must not leave the child until emergency services or the child's parent/carer arrives. **All emergency calls should be made by a second Educator.**
- Where the Service has administered first aid and the incident is deemed serious as per [Regulation 12](#), the Nominated Supervisor will ensure that the steps outlined in the Service's Management of Incident, Injury and Trauma Policy are followed and the Regulatory Authority is notified within 48 hours.

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

1. Assess for danger.
2. Assess the injury.
3. Call an ambulance/additional Educator to assist.
4. Attend to the injured person and apply first aid as required.
5. Ensure disposable gloves are used for any contact with blood or bodily fluids.
6. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per Arabanoo's Hygiene Policy.
7. Ensure that anyone who has come into contact with any blood or fluids wash their hands thoroughly in warm soapy water.
8. Record the incident and treatment by completing all relevant sections detailed on Arabanoo's Incident Report, including:
 - Name and age of the child.
 - Date, time, and location of incident.
 - Description of injury and circumstances of how it occurred, including witnesses.
 - Treatment given, name and signature of first aid attendant.

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- Details of any medical personnel contacted.
 - Name and details of any parent or emergency contact notified or attempted to notify.
 - Time and date of report and name and signature of a person making report
 - Name and signature of Nominated Supervisor/Responsible Person.
 - Name and signature of child's nominated parent/carer.
9. Notify the child's parent/carer by phone or email as soon as practicable after the incident has occurred.
10. The Educator or Nominated Supervisor should obtain parental signature confirming knowledge of the Incident Report and offer a copy to the parent/carer.

Parents/guardians will:

- Sign records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid treatment that was given to their child.
- Provide the necessary information for their child's medication record.
- Provide written consent (via their child's enrolment record) for the Service staff to administer first aid and call an ambulance if required.
- Be contactable (directly or through emergency contacts listed on the child's enrolment record). **Note:** if a parent/guardian continues to be unavailable to collect his/her child when the child is unwell and does not provide alternative contact details, a Mandatory Notification will be made due to the risk to the child's wellbeing.
- Provide follow up medical care for their child and seek advice from doctors in non-emergency situations.

ENDORSEMENT BY THE SERVICE:

Approval date: 29 May 2019

Date for Review: May 2021

Procedure History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Bridget Pawley and Margie Bishop, May 2013.

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3.0	12 August 2015	Vanessa Williamson and Constandina Shackleton	Various	Relating to moving in to the new building	Kerry Sinclair 12 February 2016

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4.0	4 May 2017	Angela O’Dea and Carin Rollo	Training	Number of staff fully trained.	Belinda Edmunds 6 June 2017
	15 May 2017	Rowan Friend and Belinda Edmunds	In the case of a minor accident	Order in which duties are carried out. Separated Policy from Procedure	Belinda Edmunds 6 June 2017
5.0	July 2024	KW OSHC Consulting	Implementation	Added to explain why staff must comply with this policy	Rowan Friend – 3 Sept 2024
			Procedure	Procedure has been broken up into responsibilities for Nominated Supervisor, educators and families	