

# POLICY STATEMENT

## ADMINISTRATION OF FIRST AID

### AUTHORISATION

<b>POLICY TYPE:</b>	Operational
<b>POLICY LOCATION:</b>	Community Services
<b>RESPONSIBLE OFFICER:</b>	CSU Coordinator
<b>AUTHORISED BY:</b>	Director Corporate and Community Services
<b>DATE ADOPTED:</b>	9 July 2024
<b>ADOPTED BY:</b>	Manex
<b>MINUTE NO:</b>	
<b>REVIEW DUE DATE:</b>	May 2026
<b>REVISION NUMBER:</b>	
<b>RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN</b>	This Policy supports Council's Delivery Program Strategy 4.2 Provide quality, accredited and affordable Education and Care services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit and Toy library Services).

### DOCUMENT HISTORY

<b>VERSION NO.</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b> <i>Include names of former policies that this policy will replace if applicable</i>	<b>AMENDED BY</b> <i>(Where required)</i>
0	October 2018		October 2020
1	March 2021		March 2022
2	May 2022		May 2024
3	June 2024	Reviewed, minimal updates	May 2026

### REVIEW OF THIS POLICY

This Policy will be reviewed within Two (2) YEARS from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be with the approval of the General Manager/Manex.

## 1. Purpose:

The purpose of this policy is to ensure effective First Aid administration is undertaken in the event of an accident or illness at any Bland Shire Children Service.

## 2. Scope:

This policy document applies to all educators and staff at Bland Shire Children Services and Bland/Temora Family Day Care Scheme.

## 3. Outcomes:

To clearly advise that Bland Shire Children Services Unit is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. Staff of the service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

## 4. Roles and Responsibilities:

### Professional Development of Staff

#### **The Approved Provider will:**

- Support staff to ensure they hold current (and renew) recognised first aid training which meet the National Regulations and approved by ACECQA (including Family Day Care Educators).
- all staff have undertaken current approved anaphylaxis management training;
- all staff have undertaken current approved emergency asthma management training; and
- During employee induction include an induction to the Administration of First Aid.
- Ensure First Aid supplies are well equipped and transportable options available for excursions.

#### **The Nominated Supervisor will:**

- Ensure at least one staff member that holds a current approved First Aid qualification is in attendance at all times children are within the service.
- Ensure the first aid skills and competencies of staff are maintained, refresher first aid and CPR training is scheduled and maintained in a staff register;
- Ensure there is an induction process for all new Educators, casual and relief, that includes providing information on the location of first aid kits and specific first aid requirements;
- Collaborate and consult with staff to develop and implement a risk assessment and management plan; and
- Ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

### Hazard Identification and Risk Assessment

#### **The Approved Provider will:**

- Ensure that every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury.

#### **The Nominated Supervisor will:**

- Ensure that every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury.
- Guide staff in conducting daily checks of the indoor/outdoor environment to determine likely injuries and illnesses that might occur and rectify their potential causes.
- Introduce preventive measures to eliminate the risk, or control measures to minimise the risk.
- Review and analyse accident, injury, incident and 'near miss' data.

- collaborate with staff to develop a first aid plan for the service (i.e. identification of first aid qualified staff, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury and emotional needs supported at all times.

**Educators will:**

- Ensure that every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury; and
- Regularly undertake risk assessments in the environment in order to plan safe experiences for children.
- Conduct daily walkthroughs to remove any potential risk and complete daily checklist prior to children attending.

**Administration of First Aid to Children, Families, Staff and Visitors to the Centre:**

**The Approved Provider will:**

- Appoint a First Aid Officer to manage and oversee first aid equipment, procedures and changes.
- Ensure that there is always at least one first aid qualified staff on the premises and immediately available at all times that children are at the Service.

**The Nominated Supervisor will:**

- Ensure that enrolment records for each child include initialled consent for the administration of first aid.
- Read, review and sign off on all documentation when first aid has been administered (provide feedback or seek further information if required on the content of documentation).
- Dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.
- Allow educators the opportunity to debrief and reflect on the incident.
- Seek counselling services for any Educator upon request.

**In general, Educators will:**

- Dial 000 and call for an ambulance when emergency medical treatment is required or delegate this responsibility.
- Administer first aid in accordance with first aid training in the interests of avoiding delay of treatment.
- Notify the nominated supervisor and families (where first aid is being administered to a child) of the nature of the incident/accident.
- Ensure the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.
- Be aware of enrolled children that have diagnosed allergies, and become familiar with individual management plans.
- Maintain active supervision of other children in the instance where a child is receiving first aid treatment.
- Advise the Nominated Supervisor when First Aid stock levels are low to ensure they are replenished in a timely manner.

**Parents/Guardians will:**

- Advise any medical condition or specific health needs of the child to formulate and implement Medical Management plans as required.
- Upon enrolment provide written consent for the service to administer first aid and/or for the service to seek medical treatment from a registered practitioner. In the event a

parent/guardian declines this authorisation, seek written advice from the parent/guardian about the action they would like the service to take.

- Upon enrolment provide written consent that an Ambulance Service can be called and the child can be transported as required.
- Remain contactable, either directly or through emergency contacts as listed on the child's enrolment record.
- Supply the contact number of their preferred doctor or dentist and Medicare number on enrolment form.
- Be aware that emergency medication may be administered in the event of Asthma or anaphylaxis allergy without their authorisation.

### **First Aid Supplies**

#### **The Approved Provider will:**

- Each service is supplied with the appropriate amount of First Aid kits for the number of children enrolled/attending.
- First aid kits are suitably equipped, easily accessible and visually recognisable.
- First aid kits are carried on excursions and when children are being transported.
- First aid kits and equipment are checked and replenished annually (or as required) by the nominated first aid officer.
- A current CPR chart is displayed in a prominent position within the service and outdoors.

#### **Educators will:**

- Ensure each first aid box contains a checklist of contents.
- Monitor supplies and update stock each school holiday period.
- Discard and replace "expired" stock.

### **Documentation and Record Keeping:**

#### **The Approved Provider will:**

- Ensure records will be confidentially stored for specified timeframe as per Regulations.

#### **The Nominated Supervisor will:**

- Ensure that Educators/staff complete the required documentation as soon as practical, capturing as much detail as possible.
- Review and sign off on all documentation when first aid has been administered, prior to documentation being stored on Council records and after parent/authorised person has signed.
- Ensure that any serious incident which requires urgent medical attention or serious illness at the Service is documented on the National Quality Agenda IT System (NQAITS) [www.acecqa.gov.au/national-quality-agenda-IT-system](http://www.acecqa.gov.au/national-quality-agenda-IT-system). This must occur within 24 hours of the incident/illness.
- Notify CCCFR (Community Child Care Fund Restricted) of any serious incident at any Bland Shire Mobile or Family Day Care Service, the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised by completing CCCFR – Notification of Serious Incident Form <https://www.dese.gov.au/child-care-package/resources/notification-serious-incident-form> and emailed to [CCCFRrestrict@dese.gov.au](mailto:CCCFRrestrict@dese.gov.au) with "Serious Incident Notification" in the subject line.
- Complete an audit of the Incident, Injury, Illness and Trauma report to reflect in the effectiveness of the procedures in place at the service and to outline reoccurring incidences or behaviours.

#### **Educators will:**

- Complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the service with detail and accuracy.
- Ensure that the report is signed by a parent/guardian and that a copy of the accident/incident report will be made available for parents/guardians on request.

- Ensure original report is given to the Nominated Supervisor for review and electronic filing.

### **Undiagnosed Asthma and Anaphylaxis exemption**

Educators can waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases. Parents/guardians are contacted as soon as practicable after the medication has been administered.

### **In addition, Family Day Care Service:**

#### **Educators:**

- Advise the Coordination Unit of the incident, requesting support if needed as soon as practicable.

#### **Coordination Unit:**

- If required, ensure a Family Day Care Coordination Unit staff member goes to support the Educator at the scene of incident.
- If necessary, organise alternate care (if granted) or collection by parents of other children at the Educator's service.

### **Recommended Practices:**

#### **In the case of a minor incident as assessed by the first aider as requiring first aid only the Educator will:**

- Assess and attend to injured person and apply first aid practices if safe to do so.
- Ensure disposable gloves are worn when attending to bodily fluids and blood, and dispose of these appropriately.
- Document the incident and treatment administered; including what occurred, treatment given and by who, any responses and signed by the Educator (and where possible witnessed by another Educator). Obtain parent signature, acknowledging the time and date of notification and provide a copy if required.
- Notify the parents either by phone after the incident if seen fit or upon their arrival to collect the child.

#### **In the case of a major incident as assessed by the first aider of requiring more than first aid the Educator will:**

- Immediately contact emergency services. Parents are to be contacted after emergency services have been called. Family Day Care and Ungarie Preschool Educators will contact the Coordination unit also.
- Attend to the injured person, apply first aid as required.
- reassure the child.
- If an ambulance is called and the child is taken to hospital a staff member/Educator will accompany the child if possible.
- When practicable (within 24hours of incident) Document the incident and treatment administered prior to the Ambulance arriving; including what occurred, treatment given and by who, any responses and signed by the Educator. Obtain parent signature confirming knowledge of the incident.
- Meet with the Coordination Unit to debrief the incident and allow the opportunity to reflect.

## **5. Definitions:**

In this policy "staff" and "educators" refers to staff employed by Bland Shire Council Children Services Unit and Educators registered with Bland/Temora Family Day Care. "Volunteers" refers to parents/carers participating in Children Services events.

## **6. Legislation and Supporting Documents:**

ACECQA (2023, v.2) Guide to the National Quality Framework.

Education and Care Services National Law 2010  
Education and Care Services National Regulations 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulation 2011  
Incident, Injury, Trauma and illness Record  
Medication Record