



ADMINISTRATION OF FIRST AID POLICY

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Last Amended By: Michelle Higson

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1 Aim

Giggles & Atlas Childcare Centre aims to ensure that authorisations are in accordance with the Education and Care Services Education and Care Services National Regulations 2011 (168). First aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care to take positive steps towards maintaining the health and safety of each child.

2 Overview

- Educators
- Children
- Staff
- Families
- Management
- Visitors

3 Responsibilities for the Approved Provider

The Approved Provider of an education and care service must –

Ensure the service operates in accordance with the Education and Care Services National Law 2010 and Education and Care Services Education and Care Services National Regulations 2011.

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- Ensuring that at least one educator with current approved first aid qualifications (refer to Definitions) is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136(1) (a)). This can be the same person who has CPR, anaphylaxis management training and emergency asthma management training, which is also required under the Regulations.
- Giggles and Atlas requires that all staff hold a current first aid, Asthma and Anaphylaxis certificate.
- Appointing a staff member to be the nominated first aid officer.
- Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that is in accordance with the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011 and the First Aid Manual. First aid kits should be inaccessible to children at all times.
- Providing and maintaining a portable first aid kit that can be taken offsite for excursions and emergency evacuations.

- Ensuring that first aid training details are recorded on each staff member's record.
- Ensuring 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.
- Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

4 Administration of Medication

- No medications will be used on the child unless they are prescribed by the doctor.
- Medication MUST BE clearly label with Child's Name and in the original container. No medication will be administered if the labelled is not attached.
- Panadol will be given for temperature of 38degrees (Celsius) or more with symptoms that indicate they maybe unwell. If the temperature reduces and the child is appearing well, they will be able to stay at the centre. If the temperature does not go down the child will be asked to go home.
- One dose of Panadol will be given for teething relief here at the centre.
- If the child has had Panadol prior to coming to the centre, the Educators will ensure that the appropriate time has been waited before administrating more Panadol by communication with the parents when the last dose was given. If the child's temperature has gone up after Panadol has been given in the morning and is showing signs of being unwell the parents will be asked to come and pick up the child.
- In the event the child has already had Panadol and the parent is on the way to collect the child a dose of Panadol will be given under instruction from the parent.
- Every attempt is made to contact the family and/or Emergency contacts. In the event that the parents are not able to be contacted and the Nominated Supervisor needs to give Panadol permission from the agreement policy will be used. Panadol will not be given unless the child has been at the centre for a min 4hrs, unless instructed under medical advice.
- Ensure the family has filled out the mediation form if they require medication during the day.
- Ensure the family signs the Illness form on arrival of pickup of Panadol was given throughout the day.
- Two educators will at all times check the dosage and sign that it has been administered.

5 Responsibilities of the Nominated Supervisor

- Ensuring that all staff with approved first aid qualifications, including CPR, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources).
- Ensuring a portable first aid kit is taken on all excursions, emergency evacuations and other offsite activities.
- Reviewing the service's first aid policy annually.
- Reviewing the service's illness and injury register at staff meetings to identify hazards in the environment.

6 Responsibilities of the Educators

The Educators of an education and care service must –

- Implement appropriate first aid procedures when necessary.
- Maintain current approved first aid qualifications, and qualifications in CPR, anaphylaxis management and emergency asthma management, as required.
- Practicing CPR and administration of an auto-injection/EpiPen/anapen device at least annually (in accordance with other service policies). CPR should be refreshed annually as part of the certification process.

- Ensure that all children are adequately supervised while providing first aid and comfort is given to a child involved in an incident or suffering trauma.
- Ensure that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record (refer to definitions).
- Obtain consent from a child to administer first aid when possible in recognition of their rights with appropriate language.
- Ensure that trainees/volunteers/students are not responsible for administering first aid.
- The approved provider requests all educators to have a current First Aid, Asthma and Anaphylaxis certificate.

7 Responsibilities of the Family/Guardian

The Family/Guardians of an education and care service must –

- Provide the required information for the service's medication record.
- Provide written consent (via the enrolment/policy agreement record) for service staff to administer first aid and call an ambulance, if required.
- 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.
- Pay for any costs associated with an ambulance call out.
- To ensure that Educators are made on drop off aware of any medication that may have been given.

8 When an accident/illness happens:

- An educator with current first aid qualifications will attend to the child and begin first aid.
- An educator will wear gloves whilst attending to a child who is bleeding.
- An Educator are to practice hygiene procedures such as disposal of gloves, used gauze/wipes/tissues, etc. after treatment.
- Other educators are to clear children away from the accident site and continue with the normal routine.
- Educators are to wash their hands BEFORE AND AFTER treatment.
- If first aid is administered, an Incident, Injury and Trauma or Illness report is to be filled out by the staff member present at the time of the accident and the staff member who treated the child/adult. Information should be recorded as soon as possible in the Accident/Injury Register, and within 24 hours after the incident, injury, trauma or illness. This will state:
 - Date and time of accident.
 - Where the accident occurred.
 - Nature of incident/injury trauma (be specific).
 - Parent/person contacted and the time they were contacted (if necessary).
 - Adult witnesses.
 - Name of child/adult.
 - Circumstances of the accident (be specific).
 - Treatment given.
 - Person who administered the first aid.
 - Ways in which the accident could be prevented from occurring in the future.
 - Signed by staff member.
- The Director or Nominated Supervisor is to sight and sign the form.
- The parent/guardian is to sight and sign the form and receive a copy within 24 hours (on request) of the incident, injury or trauma. If contact is not possible on the day of the accident, the Nominated Supervisor or Responsible Person must contact parents/guardian by phone or in person as soon as possible the next day.

- The National Regulations require that an incident, injury, trauma and illness record be kept, and that the record be accurate and remain confidentially stored until the child is 25 years old.
- Continue to monitor the child's condition. If the child's condition deteriorates, then the Nominated Supervisor or Responsible Person is to assess the situation and if necessary call an ambulance, the parents or other emergency contacts nominated in the enrolment form. If either of these staff members are unavailable, then another member of staff is to do this, and the Nominated supervisor or Responsible Person is to be notified as soon as possible.
- If the parents are not available and a child needs to go to hospital by ambulance, the Nominated Supervisor will go with them to hospital. In the event they are not available the educators will follow the Responsible supervisor listing in order. In any case the centre will source another educator to maintain staff/child ratios as per the Education and Care Services National Regulation 2011.
- Remaining educators are to continue to keep trying to contact the parents/emergency contacts.
- A copy of the child's enrolment form is to be taken to the hospital by the educator member accompanying the child.
- The nominated supervisor is to notify the area manager as soon as possible.
- If a child requires hospitalisation, the Nominated Supervisor or Responsible Person is to contact the regulatory authority, the NSW Early Childhood Education and Care Directorate, Department of Education and Communities on 9716 2100 within 24 hours.
- A small first aid kit is to be kept in an evacuation pack, which is used in the evacuation of the centre, e.g. fire, bomb threat, etc.

The National Law requires the Regulatory Authority to be notified of any serious incident at an Approved Service. A serious incident includes:

- The death of a child while attending a service, or following an incident while attending a service
- Any incident involving injury, trauma or illness of a child where medical attention was sought or should have been sought (*'Medical attention' includes a visit to a registered medical practitioner or attendance at a hospital*).
- An incident at the service premises where the attendance of emergency services was sought or should have been sought (*'Emergency services' might include ambulance, fire brigade, police and state emergency services*).

If a child:

- Appears to be missing or cannot be accounted for
- Appears to have been taken or removed from the service premises in a way that breaches the National Regulations, or
- Is mistakenly locked in or locked out of any part of the service premises.

A serious incident should be documented as an incident, injury, trauma and illness record as soon as possible and within 24 hours of the incident.

APPROVED PROVIDER INSTRUCTS THAT WHEN IN DOUBT YOU MUST CALL AN AMBULANCE – 000 Especially with breathing issues.

9. Related Documents

- Australian Children's Education and Care Quality Authority (ACECQA) - www.acacqa.gov.au
- National Quality Standard Quality Area 2: Children's Health and Safety

10. Related Statutory Obligations & Considerations

- Education and Care Services National Law 2010 Clause 13(c)
- Education and Care Services National Regulations 2011
- Family Law Act 1975 (Cth), as amended 2011
- Children and Young Persons (Care and Protection) Act 1998

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011

11. Amendment History

Version	Amendment	Short Description
1	New Policy Template	Policy template reformatted – use of different headings to make clearer reading. Policies merged together.

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.