

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



Administration of First Aid Policy

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

Children (Education and Care Services) National Law	
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
88	Infectious diseases
89	First aid kits
97	Emergency and evacuation procedures
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures

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174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

Aim

Warradale Community Children's Centre has a duty of care to provide and protect the health and safety of children, families, educators and visitors of the Centre. This policy aims to support educators to:

- Preserve life
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes
- Monitor ill or injured persons in the recovery stage
- Apply additional first aid tactics if the condition does not improve
- Ensure the environment is safe and other people are not in danger of becoming ill or injured.

Implementation

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs. Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

Leadership will:

- Maintain current approved first aid qualifications.
- Ensure every reasonable precaution is taken to protect children at the Centre from harm and/or hazards that can cause injury.
- Ensure that at least one educator is in attendance at all times with current approved first aid qualifications and is immediately available at all times that children are being educated and cared for by the Centre. This can be the same person who has anaphylaxis management training and emergency asthma management training. (We recommend that all staff have these qualifications)

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- Ensure a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
- Ensure that first aid training details are recorded and kept up to date on each staff member's record.
- Ensure 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 and individual children's allergies.
- Ensure that parents are notified when practicable if their child is involved in an incident, injury, trauma or illness at the Centre and that details are recorded on the Incident, Injury, Trauma and Illness Record.
- Ensure the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Centre.
- Ensure that staff members are offered support and debriefing after a serious incident requiring the administration of first aid.
- Support staff when dealing with a serious incident, trauma
- Keep up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- Provide and maintain an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards
- Provide and maintain a transportable first aid kit that can be taken to excursions and other activities
- Ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA.
- Ensure that appropriate documentation is being recorded in regard to incidents, injury, trauma and illnesses and the administration of first aid. Documentation of the following must be recorded;
 - Name and age of the child
 - Circumstances leading to the incident, injury, trauma or illness (including any symptoms)
 - Time and date
 - Details of action taken by the service including any medication administered, first aid provided or
 - Medical personnel contacted
 - Details of any witnesses

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- Names of any person the service notified or attempted to notify, and the time and date of this
- Signature of the person making the entry, and time and date of this.

Educators will:

- Implement appropriate first aid procedures when necessary
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required.
- Practice CPR and administration of an auto-injection device annually
- Ensure that all children are adequately supervised while providing first aid and comfort for 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 accurately.
- Conduct a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised

Parents will:

- Sign records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child.
- Provide any required information for the Centre's medication record
- Provide written consent (via the enrolment record) for Centre staff to administer first aid and call an ambulance, if required.
- Be 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.

WHS Officer will:

- The WHS officer will ensure that first aid kits are kept in up to date and in accordance with National Education and Care Service Regulations.
- Monitor the contents of all first aid kits and arranging replacement of stock, including when the use-by date has been reached
- Dispose of out-of-date materials appropriately
- Ensure safety signs showing the location of first aid kits are clearly displayed

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All First Aid Kits at the service must:

- Not be locked
- Not contain paracetamol
- Be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Centre.
- Be easily accessible 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 depreciated or expired.
- Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- Be easy to access and if applicable, located where there is a risk of injury occurring.
- Consideration should be given to precautionary measures such as sunscreen protection and portable water if outdoors.
- First Aid kits must be taken on excursions and be attended by First Aid qualified educators.
- Be maintained in proper condition and the contents restocked as required.

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	12/4/18	Policy developed	Trish Cook	April 2019
	24/4 19	Policy sent to staff and families for review No changes	Trish Cook	April 2020
1.1	6/4/21	No changes	Dian Faranda-Pluke and Lori Hart	May 2022
1.2	2/6/22	Adding Current CPR in the policy	LORI HART	MAY 2023

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1.3	3/7/23	No changes	Poornima Radhakrishnan	Dec 2024