



Jannali East Before and After School Care
Program Incorporated
ABN : 82 641 384 248
Provider Number: 555006 930H
P.O. Box 338 Jannali NSW 2226
Telephone: **0435 - 996806**

Administration of First Aid Policy

Considerations:

- **National Regulation 12**
(Meaning of *serious incident*)
- **National Regulation 87**
(Incident, injury, trauma and illness record)
- **National Regulation 89**
(First aid kits)

Sourced:

- Australian Resuscitation Council
- Education and Care Services National Law Act 2010: Section 174
- Kid Safe NSW
- National Quality Standard: Quality Area 2: Element 2.1.4
(Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines)
- St John Ambulance Australia

Related Policies & Documentation:

- Anaphylaxis Policy
- Excursion Policy
- Infectious Diseases Policy
- Management of Incident, Injury, Trauma and Illness Policy
- Providing a Child Safe Environment Policy
- ACECQA
(“Frequently Asked Questions” - www.acecqa.gov.au)
- My Time, Our Place Framework
- Parent Handbook
- Staff Handbook

Policy Statement:

Our service will provide and maintain the highest level of care for children attending the service. The service will ensure that necessary educators should be suitably qualified in emergency first aid management and that first aid equipment and support is available to all children, educators and visitors to the service and whilst on excursions. Ideally, all educators are required to undertake senior first aid, asthma management and anaphylaxis management training to ensure full and proper care of all is maintained.

Definition:

St John Ambulance defines first aid as, ‘the initial care of the ill or injured ... where someone has had an accident or is suffering from a sudden illness and needs help until a qualified health care professional, such as a doctor, registered nurse or ambulance officer, arrives’.

Procedure:

- The Nominated Supervisor is responsible for ensuring that a minimum of one educator who is currently qualified in senior first aid, asthma management and anaphylaxis management is present at the service at all times it is educating and caring for children.
- The service will endeavour to have all educators holding a current first aid qualification.
- A current first aid certificate or willingness to undergo training will be advertised for all new positions.
- The centre will budget for the cost of the first aid course or renewal for each educator as part of the training budget.
- A fully stocked and updated first aid kit will be kept in the designated secure place in the centre. Educators are to ensure that this is easily accessible to all educators and volunteers and kept inaccessible to the children.
- A separate travelling first aid kit will be also maintained and taken on all excursions and outdoor activities.
- The first aid kit will contain the minimum equipment suggested by the Red Cross or St John Ambulance and a first aid manual will be kept at the centre.
- A cold pack will be kept in the freezer for treatment of bruises and swelling.
- An inventory of the kits will be maintained and checked on a minimum monthly basis and signed off by the Co-ordinator / Nominated Supervisor. The checklists may be requested for sighting by management or from the NSW regulatory authority.
- An educator will be designated the duty of maintaining the kits to ensure that they are fully stocked, and that all items are within the use-by date.
- At orientation, educators and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.
- Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents.
- Telephone numbers of emergency contacts, local doctor and poisons centre will be located next to the phone.
- In the event of an emergency, the educator administering the first aid must not leave the patient until emergency services or the parent / guardian arrives. A second educator should make all emergency calls.

- **In the case of a minor accident, the first aid attendant will:**
 1. Reassure the child
 2. Assess the injury
 3. Attend to the injured person and apply first aid as required
 4. Ensure that disposable gloves are used with any contact with blood or bodily fluids

5. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the infectious diseases policy
 6. Ensure that anyone who has come in contact with any blood or fluids wash their hands thoroughly in warm soapy water
 7. Record the incident and treatment given in the IIIT book (incident, injury, illness, and trauma) recording the following details:
 - Name and age of child
 - Date, time, and location of incident
 - Description of injury and circumstances of how it occurred, including witnesses
 - Treatment given and name and signature of first aid attendant
 - 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
 8. Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child
 9. Parental signature confirming knowledge of the accident report form should be obtained by the Educator or Nominated Supervisor at the soonest possible convenience.
- Where the service has had to administer first aid and the incident is deemed 'serious' as per Regulation 12, the Nominated Supervisor will ensure that the steps outlined in the 'Management of Incident, Injury, Illness and Trauma' policy are followed and the Regulator authority is notified within 24 hours of either the incident or them becoming aware of the incident.

Endorsement by the Service:

Considered and accepted by the Management Committee (representative):

Name Signature Date

Considered and accepted by the Staff (representative):

Name Signature Date

Considered and accepted by the Parents (representative):

Name Signature Date

Last Reviewed: January 2014

Next Review: January 2016