D-10 First Aid

NQS

QA. 2.1.2	Health practices and procedures.
QA. 2.2.2	Incident and emergency management.
QA. 3.1.1	Fit for purpose.
QA. 4.1	Staffing arrangements.
QA. 4.2.2	Professional standards.
QA. 7.1.2	Management systems.

National Regulations

Reg. 12	Meaning of serious incident
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 87	Incident, injury, trauma and illness record
Reg. 89	First aid kits
Reg. 136	First aid qualifications
Reg. 137	Approval of qualifications
Reg. 146	Nominated supervisor
Reg. 147	Staff members
Reg. 168	Education and care service must have policies and procedures
Reg. 176	Time to notify certain information to Regulatory Authority

Policy Statement

First aid equipment and facilities will be available to all staff, children and visitors while either in the Centre or on excursions. All staff will be encouraged to undertake first aid training as part of their conditions of employment to ensure full and proper care is maintained.

Related Policies

- Sylvania Heights BASC Policy A-4: Enrolment
- Sylvania Heights BASC Policy A-19: Nominated Supervisor
- Sylvania Heights BASC Policy C-2: Conditions of Employment
- Sylvania Heights BASC Policy C-3: Educator Orientation and Induction
- Sylvania Heights BASC Policy C-10: Volunteers/Students/Visitors
- Sylvania Heights BASC Policy D-2: Hygiene
- Sylvania Heights BASC Policy D-11: Management of Incident, Injury and Trauma
- Sylvania Heights BASC Policy D-13: Illness and Infectious Diseases
- Sylvania Heights BASC Policy D-15: Allergies
- Sylvania Heights BASC Policy D-16: Asthma
- Sylvania Heights BASC Policy D-17: Anaphylaxis
- Sylvania Heights BASC Policy D-20: Medication

Procedure

Under Regulation 136, the approved provider of a centre-based service must ensure that the following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service—

- at least one educator who holds a current approved first aid qualification;
- at least one educator who has undertaken current approved anaphylaxis management training;
- at least one educator who has undertaken current approved emergency asthma management training.

The same person may hold one or more of these qualifications.

For the purpose of the Regulation:

- ***approved anaphylaxis management training*** means anaphylaxis management training approved by the National Authority in accordance with Division 7;
- ***approved emergency asthma management training*** means emergency asthma management training approved by the National Authority in accordance with Division 7;
- ***approved first aid qualification*** means a qualification that includes training in the following that relates to and is appropriate to children; and has been approved by the National Authority in accordance with Division 7:
  - emergency life support and cardio-pulmonary resuscitation;
  - convulsions;
  - poisoning;
  - respiratory difficulties;
  - management of severe bleeding;
  - injury and basic wound care;
  - administration of an auto-immune adrenalin device; and

All staff members will be required to obtain their First Aid Certificate.

New staff will undergo first aid training as part of their condition of employment and all staff will renew their certificates as required.

First Aid Qualification, Anaphylaxis training, and asthma management will be considered current if it is completed with the previous 3 years.

CPR training will be considered current if it is completed in the previous 12 months.

The Centre will budget for the cost of the first aid course or renewal for each staff member as part of the training budget.

A fully stocked and updated first aid kit including a First Aid Manual will be kept in a designated child safe and secure place in the Centre. This will be easily accessible to all staff and volunteers and will

be kept inaccessible to children. At orientation, staff and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.

A separate travelling first aid kit including a First Aid Manual will also be maintained and taken on all excursions, any outdoor activities, and in the event of an emergency evacuation.

An inventory of the kits will be maintained, checked termly and signed off by the Nominated Supervisor. The Nominated Supervisor may be required to produce these checklists if requested by Management or by the NSW Regulatory Authority.

The first aid kit will contain the minimum equipment suggested by the Red Cross or St John's Ambulance and a first aid manual will be kept at the centre. Cold packs will be kept in the freezer for treatment of bruises and strains.

Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents. In the event of an emergency, the staff member administering the first aid must not leave the patient until emergency services or the parent arrives. All emergency calls should be made by a second staff member.

Telephone numbers of emergency contacts, local doctor and poisons centre will be located next to the phone.

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

- Assess the injury
- Attend to the injured person and apply first aid as required
- Ensure that disposable gloves are used with any contact with blood or bodily fluids as per the Hygiene Policy, and Illness and Infectious Diseases Policy
- Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner
- Ensure that anyone who has come in contact with any blood or fluids wash in warm soapy water
- Record the incident in the Minor Incident/Injury/Trauma folder, indicating name, date, time, nature of injury, how it occurred, treatment given and by whom, to be signed by staff member reporting and witness.
- If the minor incident involves an injury to the head, parents should be contacted immediately to inform them of the incident. If a major head injury occurs, a concussion is suspected, or child's demeanor or condition worsens shortly after a head injury and ambulance will be called and the parents will be informed.

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 D-11: Management of Incident, Injury and Trauma Policy are followed, and the Regulatory Authority is notified within 24 hours via NQAITS.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- St John Ambulance Australia – First Aid
- First Aid Manual
- Australian Children's Education and Care Quality Authority (ACECQA)

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