

6 – First Aid

Children’s Services Procedures

Effective From:	26 August 2020
Contact Officer:	Coordinator of Children’s Services
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File Reference:	1825/29.5
Related Policies/Legislation:	<ul style="list-style-type: none">• <i>Education and Care Services National Law Act 2010</i> <i>Section Part 6, Section 167,169</i>• <i>Education and Care Services National Regulations 2011 Cl</i> <i>85-89,136,137(1)(e),168(2)(a)</i>• <i>National Quality Standard: QA2 2.2 2.1.2</i>• <i>Work, health and Safety Act 2011</i>• <i>Children and Young Persons (Care and protection) Act 1988</i>
Related Documents and References:	<ul style="list-style-type: none">• Australian Children’s Education and Care Authority (ACECQA) (2018) Guide to the National Quality Framework www.cecqa.gov.au• ACECQA website. Accessed April 2020. First Aid Qualifications and Training. https://www.cecqa.gov.au/qualifications/requirements/first-aid-qualifications-training• NSW ambulance. Accessed April 2020 https://www.ambulance.nsw.gov.au/• Australian Red Cross – www.red.cross.org.au• Australian Red Cross Australian First Aid App – Accessed 29 May 2020
Superseded Procedures:	6- First Aid V1.1 May 2017

Purpose

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 a duty of care to take positive steps towards maintaining the health and safety of each child.

The Service is committed to:

- Provide safe and healthy care environments for children.
- Provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses.
- Educators and Staff who are aware of their duty of care to children, families, other staff and visitors in providing appropriate first aid treatment.
- A risk minimisation and management approach which promotes health and safety in the Service.
- Ensuring that relevant staff and educators hold appropriate first aid qualifications and that first aid treatment is administered according to guidelines and recommended practices of a first aid qualification.

Scope

This procedure applies to:

Wingecarribee Children's Services Staff employed by Wingecarribee Shire Council

Wingecarribee Family Day Care Educators as Agents of the Approved Provider – Wingecarribee Shire Council and Registered Educator Assistants.

All children and families accessing care with Council's Children's Services

All visitors, volunteers and students engaged with Wingecarribee Children's Services.

Definitions

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 participating in safety programs.

Emergency Services - may include Ambulance, Fire Brigade, Police and State Emergency Services.

Medical attention - includes a visit to a registered medical practitioner or attendance at a hospital.

Nominated Supervisor - in relation to an education and care service and for the Service procedures, means an individual who is nominated by the Approved Provider of the service under Part 3 of the *Act* to be a Nominated Supervisor of that service.

Qualified First Aider - as approved on the Australian Children's Education and Care Authority (ACECQA) list for the purpose of *Education and Care National Law* in accordance with Regulation 137(1) (e) of the *Education and Care Services National Regulation 2011*

Responsible Persons - The responsible person is an individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be:

- the approved provider or a person with management or control of the service;
- a nominated supervisor of the service; or

a person placed in day-to-day charge of the service in accordance with the *National Regulations (National Law)*.

Serious Incident - for the purpose of *Education and Care National Law* in accordance with the *Education and Care Services National Regulation 2011* Reg. 12 includes:

- The death of a child while attending a service, or following and incident while attending a service
- Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service which a reasonable person would consider required urgent medical attention from a registered medical practitioner (Examples: Whooping cough, broken limb, anaphylaxis reaction); or for which the child attended, or ought reasonably to have attended, a hospital.
- Attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought.
- A child was missing from the service or was not able to be accounted for.
- A child was taken or removed from the service in a manner that contravenes the Regulations. or
- A child was mistakenly locked in or locked out of the service premises or any part of the premises.


Procedure

1. Hazard Identification and Risk Assessment – All service types

- 1.1 All staff and educators must conduct daily safety assessment / WH&S check of the indoor and outdoor environment prior to the children and families attending the service to minimise any risk and ensure regulatory compliance.
- 1.2 Any hazard identified will be immediately;
 - Assessed
 - Eliminated or rectified (if obliged by regulation or service policy and procedure),
 - Managed or controlled
 - Documented on WH&S assessment hazard identification form
 - Followed up if appropriate.
- 1.3 Regular visual risk assessments and appropriate supervision provided throughout the day in order to maintain a safe environment and experiences for children, staff and families.
- 1.4 All service types must have current emergency phone numbers displayed in an easily accessible location.
- 1.5 Risk assessments are developed for specific activities and equipment where a greater potential of risk has been identified.
- 1.6 All service types have a risk assessment of potential emergencies that could happen at the Service and practice, at least every three (3) months, procedures and processes for managing them.
- 1.7 **Family Day Care**

In addition to those listed above, home safety and hazards will be minimised and addressed using the following strategies:

 - 1.7.1 Annual home safety and compliance assessment conducted by educators and service coordination unit staff to ensure regulatory compliance and a safe environment is being maintained.
 - 1.7.2 Regular announced and unannounced home visits from Educator Support Officer (ESO)



to support educators and ensure regulatory compliance and a safe home setting is being maintained

- 1.7.3 Random safety and compliance inspections, in educators homes by the Nominated Supervisor.

2. Administrative and Operational Practices – All Service Types

- 2.1 All children enrolled with the Service must have written authorisation from the parent/guardian, permitting the service to seek and carry out appropriate and potentially urgent medical, dental or hospital or ambulance treatment.
- 2.2 All children’s services must have Public Liability insurance in line with Wingecarribee Shire Councils requirements of \$20 000 000 and no less than \$10 000 000, as per Regulatory requirements.

3 Administration of first aid to children, families, staff and visitors – All Service Types

- 3.1 Administration of first aid will be conducted in accordance with first aid training and undertaken by a qualified first aider.
- 3.2 At all times educators/staff will maintain procedures outlined in “Health, Hygiene and Infection Control Procedures”
- 3.3 First aid will be applied in a timely manner as per the unique and individual requirements pertaining to each situation, which assessed by appropriately qualified first aiders.
- 3.4 Service staff/educators will maintain supervision of other children in care or seek support of other staff or coordination unit staff to support supervision while first aid is being administered, as required
- 3.5 Injured child/ren are kept under direct supervision until the child/ren recover or until a parent of the child or authorised responsible person takes charge of the child
- 3.6 Where a child is involved in a serious incident, event or injury and urgent medical treatment or dental treatment is required this will be done so with consideration to the severity of the injury or incident.
- 3.7 In circumstances where **minor first aid treatment** is required educators/staff will ensure:
 - 3.7.1 The Nominated Supervisor is notified of the nature of the incident/accident and treatment in a timely manner, using the “Incident, Injury, Trauma and Illness Record”. For **Family Day Care** this is to be scanned or forwarded to the Coordination Unit within five (5) working days
 - 3.7.2 Families are notified by the family day care educator or centre based educator of the nature of the incident/accident as soon as practically possible, but no later than 24 hours after the incident. Where possible families are provided with the “Incident, Injury, Trauma and Illness Record” for signing when collecting the child from care. These must be signed by the **parent/guardian**.
- 3.8 In the event a child sustains and knock or bump to their head, parents/guardians must be contacted immediately regardless of severity. The child must be directly supervised for a period no shorter than four (4) hours to monitor any adverse symptoms which may require emergency medical treatment. They must not be rest or sleep in an area of the Service or premises where they do not have constant visual monitoring.
- 3.9 If a “**serious incident**” occurs Educators/Staff must immediately contact the Nominated Supervisor, who after liaising with relevant authorities will ensure that families are notified as soon as practically possible, but not later than 24 hours after the occurrence, by the most



appropriate authority, staff member or educator.

- 3.10 The person administering the first aid is responsible for ensuring that the “Incident, Illness, Injury, Trauma Record” is completed and signed by the parent/guardian.
- 3.11 All “Incident, Injury, Trauma and Illness Records” must be forwarded to the Nominated Supervisor / Coordination Unit in accordance with the “Incident, Injury, Trauma and Illness Procedure”

4. Ambulance Transportation

- 4.1 All enrolling families **must** provide written consent for their child/ren to receive first aid and medical treatment, including transportation in an ambulance (at their expense), on the Service Enrolment form.
- 4.2 An ambulance will potentially be called for any child or person at the Service in the following instances (but not limited to):
 - Unconsciousness or an altered conscious state;
 - Showing signs of shock;
 - Experiencing severe bleeding, or who have vomited or passed blood:
 - Slurred speech;
 - Possible broken bones;
 - Head injury. - refer to the guidelines in the Australian Red Cross First Aid App

5. First Aid Supplies – All service Types

- 5.1 All education and care services under the Service will have the appropriate number of first aid kits for the number of children being educated and cared for by the Service.
- 5.2 All first Aid Kits will be suitably equipped, easily accessible and recognisable.
- 5.3 All FDC Educators and Service types will have access to the Australian Red Cross First Aid App on their mobile device whilst ever they are providing education and care.
- 5.3 Suitably equipped first aid kits will be carried on all excursions outside the registered or licensed premises.
- 5.4 Staff/Educators will regularly monitor supplies in first aid kits and update stock as required, and discard and replace out of date stock.
- 5.5 A cardio – pulmonary resuscitation chart (CPR chart) must be displayed both indoors and outdoors in a visible location.
- 5.6 In the case of Family Day Care, this requirement must be maintained by the Educator.

6. First Aid and Training

6.1 Family Day Care

A Registered Family Day Care Educator must have successfully completed approved First aid, Asthma Management and Anaphylaxis Management Training, as identified in the qualifications table on the ACECQA website.

6.2 Out of School Hours Care

Out of School Hours Care must have a staff member in attendance at all times when children are being cared for, and immediately available in an emergency that successfully completed approved First aid, Asthma Management and Anaphylaxis Management Training, as identified in the qualifications table on the ACECQA website.

7. **Documentation, Notification and Record Keeping – All Service Types**

7.1 Refer to Incident, Injury, trauma and Illness Records Procedures – 7

Approved by:



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