



# First Aid and Medication Policy

Education and Care Services National Regulations: 85, 86, 87, 89, 122, 136, 245

Link to National Quality Standard: 2.1.4

## Introduction

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.

Our education and care service is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

Goals - What are we going to do?

We will ensure:

- all educators, including casual staff, hold a first aid qualification;
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification;
- all incidents will be documented and stored according to regulatory requirements; and a risk management approach to health and safety shall be adopted.

## Strategies - How will it be done?

Professional development of staff and educators

The Approved Provider will ensure:

- that all educators are supported to ensure they hold current recognised first aid qualifications;
- all educators have undertaken current approved anaphylaxis management training
- all educators have undertaken current approved emergency asthma management training



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- employee induction includes an induction to the first aid policy.

The Nominated Supervisor will:

- ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a staff register;
- collaborate and consult with staff and educators to develop and implement a risk assessment and management plan; and ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid. (First aid guides are kept in the first aid boxes.)

## **Hazard identification and risk assessment**

The Approved Provider will:

- provide a child-safe environment.

The Nominated Supervisor will:

- conduct and guide staff in conducting a range of risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- introduce preventive measures to eliminate the risk, or control measures to minimise the risk;
- review and analyse accident, injury, incident and 'near miss' data; and
- collaborate with staff and educators to develop a first aid plan for the

Educators and staff will:

- undertake daily risk assessments in the environment in order to plan safe experiences for children.

## **Administration of first aid to children, families, staff and visitors to the centre**

The Approved Provider will:



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- ensure that there is always at least one first aid qualified educator on the premises at all times, however Jannali Preschool strives to ensure every staff members maintains this qualification anyway at all times.

The Nominated Supervisor will:

- ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

In general:

- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider;
- in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness;
- all mandatory first aid courses including approved asthma and anaphylaxis will be organised by the Preschool at the cost of the Preschool. However if the staff member is unable to attend this session at the time arranged they will need to apply to the Approved provider and Nominated Supervisor to have their costs reimbursed.

## First Aid

- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident; and
- the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.

## First aid supplies

The Approved Provider will ensure that:



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- the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;
- the first aid kits are suitably equipped, easily accessible and recognisable; and
- first aid kits are carried on field excursions.

Educators, staff, Nominated Supervisor and WH&S officer will:

- ensure a first aid box checklist is kept in every first aid kit;
- all responsible people identified above will regularly monitor supplies and update stock as required; and discard and replace out of date stock.

### Documentation and record keeping

Educators and staff will:

- complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the centre; and
- ensure that a copy of the accident/incident report will be made available for parents/guardians on request.

The Approved Provider will:

- ensure records are confidentially stored for the specified period of time as required by the Regulation. (currently until the child is 21)

### Managing serious incidents

The Approved Provider will ensure:

- any serious incident occurring at the centre will be documented on a SI01 Notification of serious incident form and reported to the Department of Education & Communities within 24 hours;
- a copy of the incident report will be provided to the family as soon as possible; and
- educators and staff are aware of the procedures around managing serious incidents.



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The Nominated Supervisor or responsible person will:

- notify parents of any serious incident; and
- arrange for medical intervention if required.

Educators and staff will:

- manage serious incidents as per this policy; and
- notify the Nominated Supervisor immediately after the serious incident has occurred.

## Policy Availability

The first aid policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

## Links to other policies/documentation:

- High Temperature Procedure
- Incident, Injury, Trauma & Illness Policy
- Incident/Accident/Illness Form
- Infectious Diseases
- Medication Record
- Staff Accident/Incident Report Form
- Unwell Child Checklist
- Work, Health, Safety & Wellbeing Policy

Last reviewed: September 2015

Date for review: April 2017