

D-10 First Aid

NQS

QA. 2.1	Health
QA. 2.1.2	Health practices and procedures.
QA. 2.2	Safety
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

S167	Offence relating to protection of children from harm or hazards
S174	Offence relating to failing to notify certain information to Regulatory Authority
Reg. 12	Meaning of serious incident
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 86	Notification to parents of incident, injury, trauma and illness
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
Reg. 190	Infringement Offences

Policy Statement

Normanhurst West OSHC will provide and maintain a high level of care for children attending the service. The service will ensure that all Educators are suitably qualified in emergency first aid management, and that First aid equipment and support is available to all staff, children and visitors while either in the centre or on excursions. All staff will undertake first aid training and maintain a current qualification as part of their conditions of employment to ensure full and proper care is maintained (My Time, Our Place 3).

Related Policies

- NORMANHURST WEST OSHC Policy A-4: Enrolment

- NORMANHURST WEST OSHC Policy A-19: Nominated Supervisor
- NORMANHURST WEST OSHC Policy C-2: Conditions of Employment
- NORMANHURST WEST OSHC Policy C-3: Educator Orientation and Induction
- NORMANHURST WEST OSHC Policy C-10: Volunteers/Students/Visitors
- NORMANHURST WEST OSHC Policy D-1: Dealing with Medical Conditions
- NORMANHURST WEST OSHC Policy D-2: Hygiene
- NORMANHURST WEST OSHC Policy D-11: Management of Incident, Injury and Trauma
- NORMANHURST WEST OSHC Policy D-13: Illness and Infectious Diseases
- NORMANHURST WEST OSHC Policy D-15: Allergies
- NORMANHURST WEST OSHC Policy D-16: Asthma
- NORMANHURST WEST OSHC Policy D-17: Anaphylaxis
- NORMANHURST WEST OSHC Policy D-20: Medication
- NORMANHURST WEST OSHC Policy E-5: Excursions

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, a record of which must be stored with their staff file.

New staff will undergo first aid training as part of their condition of employment and all staff will renew their certificates as required. Willingness to undertake first aid training will be part of any service advertisement.

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

An appropriate number of fully stocked and updated first aid kits, relevant to the number of persons on site (including children, staff and volunteers) and the number of areas utilised, will be kept in a designated child safe place in the Centre. This will be easily accessible and recognisable 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 kits, where they are kept and their responsibilities in relation to them. (r189).

A separate travelling first aid kit is also maintained and taken on all excursions, any outdoor activities, and in the event of an emergency evacuation.

An inventory of the kits is maintained, checked at minimum termly and signed off by the WHS lead. 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 are kept in the freezer for treatment of bruises, strains and swelling.

Qualified first aiders will only administer first aid in minor accidents or to stabilise the injured party 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 and the family GP will be available online, and via a local copy of sharepoint on each laptop at the service. Telephone numbers of Emergency services and the poisons centre are located in the admin area.

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

- Reassure the child
- 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 as per the Illness and Infectious Diseases Policy
- Ensure that anyone who has come in contact with any blood or fluids wash in warm soapy water

- Record the incident on an Incident/Injury/Trauma / Illness form as per Regulation 87, indicating name and age of child, date, time and location of the incident / injury / trauma, description of the injury and 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 (including time and date), time and date of report and name and signature of person making the report.
- 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 a child's demeanor or condition worsens shortly after a head injury, an ambulance will be called and the parents will be informed.
- Where the incident / injury / trauma is not considered major or is not a head injury, the parents / authorized nominee will be informed on collection.
- If the Incident / Injury / Trauma / Illness record is already completed, this will be signed off by the parent on collection to confirm knowledge of the incident. If the person collecting the child is not a parent, or the report has not yet been finalized, this will be shared with the parent via email for signature and return.
- The incident / injury / trauma / illness record will be saved away in the designated folder on Sharepoint.

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 and Trauma Policy are followed and the Regulatory Authority is notified within 24 hours of either the incident, or the service becoming aware of the incident.

Sources

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

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