



Policy

Administration of First Aid

NQS

QA2	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injury and illness, in accordance with recognized guidelines
QA2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

NATIONAL REGULATIONS

Regs	77	Health, hygiene and safe food practices
Regs	85, 86,87	Incident, injury, trauma and illness
Regs	89	First aid kits
Regs	136	First aid qualifications

EYLF

LO1	1.1	Children feel safe, secure and supported
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Who is affected by this policy?

- Children
- Families
- Educators/Employees
- Governing Council

Aims

The preschool will plan for and respond effectively to accidents and medical emergencies.

Purpose

The purpose of our Administration of First Aid Policy is to ensure all people suffering illness or injury following an accident and prior to obtaining professional medical services if required, receive emergency aid or treatment. This includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programmes.

We are committed to providing a safe and healthy environment and recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses.

Implementation

At Loxton Preschool Centre we aim to keep everyone safe at all times.

The preschool will:

1. Ensure educators hold a current first aid qualification, with one educator present at all times that holds a Provide an Emergency First Aid Response in an Education and Care Setting qualification (HLTAID004), including current approved anaphylaxis and asthma management training.
2. Encourage all staff to complete the HLTAID004 First Aid qualification (Provide an Emergency First Aid Response in an Education and Care Setting) or equivalent.
3. Ensure 1 designated first aider is available at all times. Designated first aiders are required to hold a HLTAID004 first aid certificate and update their qualifications every 3 years. They should complete CPR training (HLTAID001) annually.
4. Clearly display first aider contact details in common areas.
5. Ensure all children, educators, families and visitors who are involved in incidents whilst at the preschool and require first aid to be administered will be treated according to guidelines and recommended practices of a first aid qualification.
6. Ensure all incidents are documented and stored according to regulatory requirements (Incident, Injury, Trauma and Illness Record Book, entered on IRMS within 12 hours if necessary)
7. Ensure a risk management approach to health and safety is adopted to reduce injury.

Hazard Identification and Risk Assessment

Educators will regularly undertake risk assessments in the environment and to do with planned activities in order to plan safe experiences for children. The risk assessments will determine likely injuries and illnesses that might occur, and rectify any potential causes.

The nominated supervisor will review and analyse accident, injury, incident and near miss data.

Details of first aid qualified educators, contact details of emergency services and other emergency contacts, details of the location of first aid kits, first aid kit contents checklist, record forms and required notifications are contained in the Loxton Preschool Centre First Aid Procedure.

Administration of First Aid to Children, Families, Educators and Visitors to the Preschool:

In general:

- Administration of first aid will be administered in accordance with first aid training and undertaken by a qualified first aider
- The nominated supervisor and families (where first aid is being administered to a student) will be notified as soon as practicable after the incident
- 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.
- The form will be photocopied with the original copy being given to the appropriate family. The copy will be placed in the Incident/Illness/Injury/Trauma Record Folder that is located in the office.
- Major incidents will be entered on the IRMS system by the nominated supervisor within 12 hours.
- The First Aid Procedure will be kept visible and located near the First Aid Kit and on the outside of the Children's Medication cupboard.

First Aid Supplies

- The preschool will have an appropriate number of first aid kits for the number of children being educated and cared for by the site.
- The first aid kits are suitably equipped, easily accessible and recognisable
- First aid kits are taken on excursions.

Educators and staff will:

- Ensure a first aid box checklist is kept in every first aid kit;
- Regularly monitor supplies and update stock as required; and
- Discard and replace out of date stock.

Documentation and record keeping

Educators 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.

Records will be confidentially stored for the specified time period as required by the Regulation.

Managing serious incidents

The Nominated Supervisor will ensure:

- Any serious incident occurring at the preschool will be documented on IRMS and reported to the Regulatory Authority within 12 hours;
- A copy of the incident report will be provided to the family as soon as possible; and
- Educators are aware of the procedures around managing serious incidents.

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.

Sources

- Early Years Learning Framework
- National Quality Standard
- First Aid Management
- Department for Education First Aid information on website (<https://edi.sa.edu.au>)

Review

The policy will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	1.0	01/06/2014	Policy Developed	01/12/2016
Reviewed	2.0	01/12/2016	No change	01/12/2018
Reviewed	3.0	15/08/2019	Updated in line with NQS changes	15/08/2021
Reviewed	4.0	29/06/2021	No Change	29/06/2023

Approved by Governing Council 29/06/2021 Director's Signature *cbjames*