

## Administration of First Aid

### Purpose

ECMS aims to provide a safe environment and has a responsibility to protect the health and safety of each individual at all times

ECMS ensures the commitment to first aid is clear and shared by all.

ECMS educates educators, staff, students and volunteers about first aid and the importance of ongoing professional development

This First Aid Policy is important not only for children, families, staff and educators, but relates to every person who enters the service's premises or uses the service's equipment.

Provision of first aid is an essential service in all community settings. The capacity to provide prompt basic first aid is particularly important in education and other children's services where employees have a duty of care obligation to assist children who are injured or who become unwell.

### Implementation

The nominated supervisor will:

- Ensure the service operates in line with Education and Care Services National Regulations 2011 in relation to first aid
- Ensure that educators/staff are fully aware of their responsibilities for maintaining strict confidentiality under the Privacy Act (1988)
- Ensure educators and staff undertake appropriate training in first aid (including anaphylaxis, emergency asthma management) and cardiopulmonary resuscitation (CPR) regularly
- Engage in open communication with educators
- Allocate appropriate resources to maintain a safe environment. develop and implement guidelines/checklists for addressing issues/practices that do not meet required standards

Educators will:

- Oversee and guide staff to ensure adherence to policy
- Ensure that appropriate first aid procedures are implemented at all times
- Undertake appropriate training in first aid (including anaphylaxis, emergency asthma management) and cardiopulmonary resuscitation (CPR)
- Ensure regular open two way communication with families
- Be provided with clear guidelines on first aid and any issues of concern identified clearly and consistently.

Parents/guardians will:

- Be aware of the First Aid policy and procedures.

- Communicate to the nominated supervisor, educators and staff any individual requests regarding first aid
- Feel confident that their child is receiving appropriate care in the event of an accident
- Feel confident that their child's safety is being assured, and that the service is a safe place
- Have the confidence that the service is regularly monitored and supported according to the legislation requirements
- Be aware of policies and national quality standards
- Be confident that the educator has the relevant training and experience to ensure their child's welfare and development.

## Definitions

ECMS defines 'First Aid' as incorporating basic life support. It comprises emergency treatments and support to:

- Recognise and manage a clear and open airway
- Restore breathing and/or circulation
- Monitor well-being, using techniques as described by approved first aid training providers, until the person is transferred to the care of an ambulance officer, nurse or doctor.
- Protect a person, particularly if they are unconscious
- Prevent a condition worsening
- Promote recovery

## Procedures

The First Aid Policy, procedures and practices are designed to support staff/educators to:

- Preserve life; ensure that ill or injured persons are stabilised and comforted until medical help intervenes;
- Monitor ill or injured persons in the recovery stage;
- Apply further first aid strategies if the condition does not improve; and
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured

The following incidents are examples of when first aid is required:

- Life threatening injury or illness, such as loss of consciousness leading to respiratory or cardiac arrest;
- Sudden Infant Death Syndrome (SIDS);
- Choking and/or blocked airway;
- Allergic reaction, such as anaphylactic shock;
- Injury to the head, back or eye;
- Bleeding or bone fracture;
- High temperatures and febrile convulsions;
- Asthma attack;
- Burns (including sunburn);
- Excessive vomiting leading to dehydration; and
- Poisoning from either hazardous chemicals, substances, plants or snake or spider bites

ECMS recognises that first aid responses to people suffering from an emotional or psychological condition are also important. These conditions can include:

- Severe stress resulting from a workplace or personal situation;
- Anxiety attack; and
- Emotional breakdown and loss of reasoning

It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement the service's First Aid Policy, procedures and practices

## First Aid Qualifications

All Staff/Educators (Centre based and Kindergarten) are required to have the following first aid qualifications:

- A current Workplace Level 2 First Aid Certificate (Renewed every 3 years or updated annually)
- A current CPR Certificate (Updated annually)
- Emergency Asthma Management Certificate (Renewed every 3 years)
- Anaphylaxis Management Training (Renewed every 3 years)
- Administration of an auto-injection device (epipen) (Updated every 12 months)

All above First Aid qualifications are required to be undertaken by an ACECQA recognised authority

Copies of staff/educators first aid qualifications are to be kept in the staff/educator file

Relief Staff/Educators employed as floaters/casual during breaks and/or at times of educator illness or leave will be required to have each of the above noted first aid qualifications.

## The Need for an Ambulance

It is expected that the staff/educator as a qualified first aider will assess the situation and determine the need for an ambulance in situations other than those listed below

An ambulance **must** be called immediately for any of the following incidents:

- When an individual has stopped breathing
- When an individual is unconscious
- When there is evidence of an anaphylaxis reaction (once epipen treatment has been administered if prescribed)
- When there is obvious evidence of a broken bone
- Other incidents as determined by the first aider

In the event that an ambulance is called;

- Families must be informed as soon as practicable that their child has required an ambulance (emergency first aid to be administered first);
- Management must be informed as soon as practicable that a child has required an ambulance (emergency first aid to be administered first);
- Staff/Educators are to accompany child in an ambulance in the absence of the parent/guardian where possible; staff/educators are to seek immediate support from the coordination unit
- Families are required to pay any costs associated with the ambulance

## Personal Protection

Staff/educators are to be aware of and take the required standard precautions to ensure a basic level of infection control to minimise the risk of cross infection

## Poisons Information Centre

The Poisons Information Centre telephone number 131126 is to be displayed:

- Next to all operating telephones in the service; and
- Where dangerous products are stored

## First Aid Kits

All services are to have and maintain an appropriate first aid kit which contains the following:

- Gauze pads
- Triangle bandage
- Bandage's
- Scissors
- Medicine cup
- Band-aids
- Sterile dressing
- Thermometer
- Safety pins
- Saline solution
- Disposable gloves
- Eye pads
- First Aid instructions
- A checklist of the contents inside each first aid kit, (and initialled the each time the contents are checked.

Numbers of each item need to be sufficient for the individual service and the possibility of multiple children requiring first aid attention at any one time

First aid kits are to be stored out of reach of children; however need to be easily recognisable and accessible to an adult in an emergency

First aid kits are to be checked a minimum of once every six months and restocked as items are used

First aid kits stored in cupboards must have a label affixed to the cupboard to show that the first aid kit is inside

If a child diagnosed at risk of anaphylaxis is being cared for at the service; staff/educators must ensure that the child's anaphylaxis medication is:

- Easily recognisable and readily assessable to adults
- Inaccessible to children
- Stored away from direct sources of heat

If child/children are taken by a staff member/educator outside the premises at which children are being cared for (eg when leaving the service premises for excursions, routine outings or emergency evacuations); the staff/educator must ensure that they carry the following:

- A suitably equipped first aid kit; and
- The telephone number of any person who is to be notified of any accident, injury, trauma or illness involving a child; and
- the child's registered medical practitioner or medical service; and
- an operational mobile telephone with an appropriate connection to a mobile telephone network; and

- If the child has been diagnosed as at risk of anaphylaxis, the child’s anaphylaxis medication and anaphylaxis medical management plan
- If the child has been diagnosed with asthma, the child’s asthma medication and asthma medical management plan

## Approval & Determination of Qualifications

Approved first aid qualification means a qualification that has been approved by the National Authority ACECQA that—

Includes training in the following that relates to and is appropriate to children—

- 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;

Policy Created Date	March 2014, Reviewed July 2016
Policy Review Date	September 2018
Sources and Further Reading	<p>Guide to the Education and Care Services National Law and Education and Education and Care Services National Regulations 2011 Reg 168, 89, 136</p> <p><a href="#">Guide to the National Quality Standard</a></p> <p>Australian Resuscitation Council - <a href="http://www.resus.org.au">www.resus.org.au</a></p> <p><a href="#">Poisons Information Centre Listing.</a></p> <p><a href="#">Kidsafe Australia</a></p> <p><a href="#">Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)</a></p>