

ADMINISTRATION OF FIRST AID POLICY



*Play, laugh...
...learn, grow!*

Mandatory – Quality Area 2

All current forms required to be completed as part of this policy are found in GRPSA Dropbox and as hard copies onsite at all venues.

This policy should be read in conjunction with the following GRPSA policies:

- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Epilepsy Policy*
- *Diabetes Policy*
- *Dealing with medical conditions Policy*
- *Dealing with Infectious Diseases Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Supervision of Children Policy*

PURPOSE

This policy will provide guidelines for the administration of first aid at Goulburn Region Preschool Assoc. Inc. Services.

POLICY STATEMENT

VALUES

Goulburn Region Preschool Assoc. Inc. is committed to:

- Providing a safe and healthy environment for all children, educators, staff, and others attending the service.
- Providing a clear set of guidelines in relation to the administration of first aid at the service.
- Ensuring that the service has the capacity to deliver current approved first aid, as required.
- The health, safety and wellbeing of children is paramount consideration for Goulburn Region Preschool Association Inc. Services. Therefore, we take every reasonable precaution to protect the children from harm and ensure that we are well equipped to administer first aid in the event of injury or illness.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children, and others attending the programs and activities of Goulburn Region Preschool Assoc. Inc. Services, including during offsite excursions and activities.

PROCEDURES

The Approved Provider is responsible for:

- Ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within.
- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensure that at least one educator or staff member holds current approved first aid qualifications and is in attendance at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation.
- Ensuring that first aid training details are recorded on each staff member's record.
- Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.
- Ensuring that parents/guardians are notified as soon as possible (within 24 hours) if their child is involved in an incident, injury, trauma or illness at the service and recording details on the *Incident, Injury, Trauma and Illness Record. (Regulation 86, 87 (3) (e))*
- In the case of a serious incident, notification must be made to the regulatory authority via NQAITS within 24 hours (Regulation 86) (*refer to Incident, Injury, Trauma and Illness Policy*)
- Ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid (*refer to Incident, Injury, Trauma and Illness Policy*).
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- Ensuring that there are an appropriate number of first aid kits in regard to the number of children at the service that are suitably equipped, easily recognisable and readily accessible to adults, having regard to the design of the service. (*Regulation 89*)

All Early Childhood Staff are responsible for:

- Ensuring that students and volunteers and SCOPE additional assistants are aware that only qualified staff employed by GRPSA who are rostered to work at the service are permitted to administer first aid to any children in care at the service.
- Ensuring that students and volunteers and SCOPE additional assistants do not administer first aid to children in care at the service.
- Ensuring that only staff employed by GRPSA to work at the service are administering first aid to children in care at the service.
- Ensure that at least one educator or staff member holds current approved first aid qualifications and is in attendance at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation
- Providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards. The appropriate number of kits will depend on the number of children in the service, the number of rooms and their proximity to each other, and distances from outdoor spaces to the nearest kit.
- Auditing first aid kits twice a year and replacing stock as required.
- Disposing of out-of-date materials appropriately.
- Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities.
- Ensuring safety signs showing the location of first aid kits are clearly displayed.
- Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.

- Ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (Regulations 100, 101).
- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensuring that the prescribed educator-to-child ratios are met at all times (refer to *Supervision of Children Policy*).
- Ensuring that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 136), and are approved by ACECQA.
- Keeping up to date with any changes in the procedures for the administration of first aid.
- Implementing appropriate first aid procedures when necessary.
- Be aware of children attending the service with allergies and their attendance days and apply this knowledge when providing first aid
- Practicing CPR and administration of an auto-injection device at least annually (in accordance with other GRPSA policies).
- Ensuring that the prescribed educator to child ratios are met at all times, including Ensuring that all children are adequately supervised (refer to the *Supervision of Children Policy*) while providing first aid and comfort for a child involved in an incident or suffering trauma.
- Ensuring that the details of any incident requiring the administration of first aid are recorded on the *Incident, Injury, Trauma and Illness Record*.
- Reporting all serious incident or medical emergency that requires first aid to your EC Manager within 24 hours for reporting.
- Ensuring that parents are informed of any first aid administered to their child.
- Maintaining the currency of your first aid certificates as required.

Parents/guardians are responsible for:

- providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, and transportation by an ambulance, if required.
- Being aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation.
- Ensure any medical management plans at the service are kept up to date and updated annually.
- Be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention.
- Notify educators or staff if there has been a change in the condition of the child's health or of recent accidents or incidents that may impact the child's care and require the administration of first aid.

Volunteers and students and SCOPE additional assistants, while at the service, are responsible for following this policy and its procedures, specifically noting that they are not permitted to administer first aid to any child in the service.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly check staff files to ensure details of approved first aid qualifications have been recorded and are current.

- Monitor the implementation, compliance, complaints, and incidents in relation to this policy.
- Review the first aid procedures following an incident to determine their effectiveness.
- Regularly seek feedback from the Nominated Supervisors and everyone affected by the policy regarding its effectiveness.
- Keep the policy up to date with current legislation, research, policy, and best practice.
- Consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy.
- Revise the policy and procedures as part of the GRPSA policy review cycle, or as required.
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

AUTHORISATION

This policy was adopted by the Approved Provider on 30th July 2012.

Review and adopted: 24th September 2016

Reviewed and Approved 25th November 2019

Reviewed and Approved 28th April 2020

Reviewed and Approved April 2024

Reviewed and Approved October 2025

REVIEW DATE: NOVEMBER 2028