

ADMINISTRATION OF FIRST AID POLICY



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

Mandatory – Quality Area 2

PURPOSE

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

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 centre.
- Providing a clear set of guidelines in relation to the administration of first aid at the centre.
- Ensuring that the centre has the capacity to deliver current approved first aid, as required.

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. Centres, 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 centre from harm and hazards that are likely to cause injury (Section 167).
- Ensuring that educators on duty have a current approved first aid qualification as required by the regulation the centre is operating under at the time.
- 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 are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the centre and recording details on the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*).
- 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.

All Early Childhood Staff are responsible for:

- Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards (refer to *Definitions*). The appropriate number of kits will depend on the number of children in the centre, the number of rooms and their proximity to each other, and distances from outdoor spaces to the nearest kit.
- Monitoring the contents of all first aid kits and replacing stock as required.
- Disposing of out-of-date materials appropriately.
- 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).
- 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 (refer to *Definitions*) is displayed in a prominent position in the indoor and outdoor environments of the centre.
- Ensuring that every reasonable precaution is taken to protect children at the centre from harm and hazards that are likely to cause injury (Section 167).
- 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 137), and are approved by ACECQA (refer to *Sources*).
- Keeping up to date with any changes in the procedures for the administration of first aid.
- Implementing appropriate first aid procedures when necessary.
- Practicing CPR and administration of an auto-injection device at least annually (in accordance with other GRPSA policies).
- 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* (refer to *Definitions*).
- Parents/guardians are responsible for: providing written consent (via the enrolment record) for centre staff to administer first aid and call an ambulance, if required.
- Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.

Volunteers and students, while at the centre, are responsible for following this policy and its procedures.

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

REVIEW DATE: APRIL 2023