



Marton Activity Centre

MAC Policy

ADMINISTRATION OF FIRST AID

Document ID	: POL002
Amendment No	: 5
Quality Area	: MACQA2
Approved By	: Management
Approval Date	: 12/2019
Review Date	: 12/2020

First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an out of school hours service where Educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

POLICY STATEMENT

Marton Activity Centre has a duty of care to provide and protect the health and safety of children, families, educators, and visitors of the Service. This policy aims to support educators to:

- Preserve life
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes
- Monitor ill or injured persons in the recovery stage
- Apply additional first aid tactics if the condition does not improve
- Ensure the environment is safe and other people are not in danger of becoming ill or injured.

SCOPE

This policy applies to the children, families, staff, management and visitors of Marton Activity Centre.

PROCEDURES

First aid is the emergency aid or treatment given to people suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards, and participation in safety programs. Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

MAC MANAGEMENT COMMITTEE WILL:

- Ensure that every reasonable precaution is taken to protect everyone at MAC from harm and/or hazards that can cause injury
- Ensure that at least one educator is in attendance at all times with current approved first aid qualifications and immediately available at all times that children are being educated and cared for by the Service. This can be the same person who has anaphylaxis management training and emergency asthma management training
- Ensure that first aid training details are recorded and kept up to date on each staff member's record
- Ensure that a training budget includes the cost of first aid training or renewal for each educator
- Ensure 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 and individual children's allergies.
- **Ensure that parents are notified 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.**
- **Ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service.**
- Ensure that staff are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service
- Keep up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

THE NOMINATED SUPERVISOR/CERTIFIED SUPERVISOR WILL:

- Maintain a current approved first aid qualification
- Support staff when dealing with a serious incident, trauma
- Provide and maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards

- Provide and maintain a transportable first aid kit that can be taken to excursions/incursions and other activities
- Monitor the contents of all first aid kits and arranging replacement of stock, including when the use-by date has been reached
- Dispose of out-of-date materials appropriately
- Ensure safety signs showing the location of first aid kits are clearly displayed
- Ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA
- Keep up to date with any changes in the procedures for the administration of first aid
- Ensure that appropriate documentation is being recorded by Nominated/ Certified Supervisors regarding incidents, injury, trauma and illnesses and the administration of first aid. The following must be documented:
 - Name and age of the child
 - Circumstances leading to the incident, injury, trauma or illness (including any symptoms)
 - Time and date
 - Details of action taken by the service including any medication administered, first aid provided or
 - Medical personnel contacted
 - Details of any witnesses
 - Names of any person the service notified or attempted to notify, and the time and date of this
 - Signature of the person making the entry, and time and date of this.

EDUCATORS WILL:

- Implement appropriate first aid procedures when necessary
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required
- Practice CPR and administration of an auto-injection device annually
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- Ensure that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record
- Conduct a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised

PARENTS WILL:

- Sign records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child

- Provide the required information for the Service's medication record
- Provide written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required
- Be 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.

FIRST AID KIT

The approved provider of the Service will ensure that first aid kits are kept up to date and in accordance with National Education and Care Service Regulations

ALL FIRST AID KITS AT THE SERVICE MUST:

- Not be locked
- Not contain paracetamol
- Be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Service.
- Be easily accessible to staff and educators
- Be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- Be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments.
- Contain a list of the contents of the kit.
- Be regularly checked (monthly) using the First Aid Kit Checklist to ensure the contents are as listed and have not depreciated or expired.
- Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- Be easy to access and if applicable, located where there is a risk of injury occurring.
- Include emergency telephone numbers.
- Be provided in each room of a multi-roomed workplace.
- First Aid kits must be taken on excursions and be attended by First Aid qualified educators.
- Be maintained in proper condition and the contents restocked as required.

These individuals are responsible for conducting and maintaining each first aid kit by complying with the First Aid Checklist, certifying each Kit has the required quantities, items are within their expiry dates and sterile products are sealed. This will occur after each use or if unused, at least annually. Individuals along with the Nominated Supervisor will also consider whether the first aid kits and components are appropriate and effective for the Service's hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the Nominated Supervisor.

We will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

IN THE CASE OF A MINOR ACCIDENT, THE FIRST AID ATTENDANT WILL:

1. Reassure the patient
2. Assess the injury
3. Attend to the injured person and apply first aid as required
4. Ensure that disposable gloves are used with any contact with blood or bodily fluids
5. Ensure that anyone who has come in contact with any blood or fluids washes their hands thoroughly in soapy water
6. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the infectious diseases policy
7. Record the incident and treatment given on an Incident, Injury, Illness and Trauma form, recording the following details:
 - Name, and age of child
 - Date, time, and location of incident
 - Description of injury and circumstances of 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
 - Time and date of report and name and signature of person making the report
 - Name and signature of nominated supervisor
8. Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child
9. Parental signature confirming knowledge of the accident report form will be gained at the soonest possible convenience
10. Report is to be logged in Injury, Injury, Illness, and Trauma log on computer as soon as is practical

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

CONSIDERATIONS

NATIONAL QUALITY STANDARDS (NQS)

Quality Area 2: Children's Health & Safety		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health Practices & Procedures	Effective illness and injury management & hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision to ensure children are protected from harm and hazard.
2.2.2	Incident & emergency management.	Plans to effectively manage incidents & emergencies are developed in consultation with relevant authorities, practised & implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Education and Care Services National Regulations and National law NSW		
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	88	Infectious diseases
Reg	89	First aid kits
Reg	97	Emergency and evacuation procedures
Reg	94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg	161	Authorisations to be kept in enrolment record
Reg	162	Health information to be kept in enrolment record
Reg	168	Education and care service must have policies & procedures.
Reg	174	Prescribed information to be notified to regulatory authority
Reg	176	Time to notify certain information to Regulatory Authority

SOURCE

Australian Training Institute
Network
Australian Children's Education & Care Quality Authority
Code of Ethics
Guide to the National Quality Standards
Guide to the Education and Care Services National Law & Education & Care National Regulations.

SERVICE POLICIES/ DOCUMENTATION

Policies	
Infectious Disease Policy	Supervision Policy
Administration of Medication Policy	Work Health & Safety Policy
Child Protection Policy	Anaphylaxis Management Policy
Incident, Illness, Accident & Trauma Record	Asthma Management Policy
Family Communication Policy	Responsible Person Policy
Health and Safety	