



Health and Safety

Administration of First Aid

Reviewed: 25/07/2019 Next Review: August 2020

Education and care services regulation/s	<ul style="list-style-type: none"> • Regulation 168 (2)(a) Education and care service must have policies/procedures • Regulation 136 First aid qualifications
NSW Department of Education policy, procedure or guidelines	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01 • ACECQA First aid qualification information and checker • First Aid (Health and Safety Directorate - intranet) • First Aid Procedures 2016 (Health and Safety Directorate - intranet) • ACECQA First aid qualification information and checker
National Quality Standard(s)	<p>2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.</p> <p>2.3.3: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.</p>
Preschool Handbook reference	Preschool Handbook (PDF 7.2MB) – Wellbeing page 41
School policy or procedure, where applicable	Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01

Introduction

First aid is the emergency aid or treatment given to persons 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.

Oak Flats Public School Preschool is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

Aim

Our preschool is committed to providing a safe and healthy environment. We will ensure:

- All permanent educators hold a first aid qualification (HLTAID004)
- All children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification
- All incidents will be documented and stored according to regulatory requirements
- A risk management approach to health and safety shall be adopted.

Professional Development of Staff and Educators:

The Nominated Supervisor will ensure:

- All educators are supported to ensure they hold current first aid qualifications
- All educators have undertaken current approved anaphylaxis management training
- All educators have undertaken current approved emergency asthma management training
- Employee induction includes an induction to the first aid policy
- The skills and competencies of trained first aiders are maintained and skills are kept up to date, and refresher first aid and CPR training will be scheduled and maintained in a staff register.

Hazard Identification and Risk Assessment:

The Nominated Supervisor will:

- Provide a child-safe environment
- Guide staff in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes
- Introduce preventive measures to eliminate the risk, or control measures to minimise the risk.

Educators and staff will:

- Undertake daily risk assessments in the environment in order to plan safe experiences for children.

Administration of First Aid to Children, Families, Staff and Visitors to the Centre:

The Nominated Supervisor will:

- Ensure that there is always at least one first aid qualified educator on the premises at all times
- Dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

In general:

- Administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider
- In the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness
- The families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident
- 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.

First Aid Supplies:

The Nominated Supervisor will ensure that:

- The centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service
- The first aid kits are suitably equipped, easily accessible and recognisable
- First aid kits are carried on excursions and incursions.

Educators and staff will:

- Regularly monitor supplies and update stock as required
- Discard and replace out of date stock.

Documentation and Record Keeping:

Educators and staff will:

- Complete an Incident, Injury, Trauma and Illness Record
- Ensure that a copy of the accident/incident report will be made available for parents/guardians on request.

The Nominated Supervisor will ensure:

- Records are confidentially stored for the specified period of time as required by the regulation
- Any serious incident occurring at the centre will be documented **and reported to the Department of Education & Communities within 24 hours**
- A copy of the incident report will be provided to the family as soon as possible
- Educators and staff are aware of the procedures around managing serious incidents
- Parents are notified of any serious incident
- Arrangement for medical intervention if required.

Educators and staff will:

- Manage serious incidents as per this policy
- Notify the Nominated Supervisor immediately after the serious incident has occurred.

Hazard Identification and Risk Assessment:

- Provide a child-safe environment.
- Regularly conduct risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes.
- Introduce preventive measures to eliminate the risk, or control measures to minimise the risk.
- Undertake daily risk assessments in the indoor and outdoor environment in order to plan safe experiences for children.