



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) FIRST AID POLICY

Introduction

PHWMCC is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are suitable for the immediate treatment of injuries and illnesses. First Aid can preserve life, prevent a condition worsening and promote recovery. Educators are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment. The First Aid Policy, strategy and practices are designed to support educators in meeting this duty of care including:

- Ensuring that ill or injured persons are stabilised and comforted until medical help intervenes
- Monitoring ill or injured persons in the recovery stage
- Applying further first aid strategies if the condition does not improve
- Ensuring that the environment is safe and that other persons are not in danger of becoming ill or injured

Aim

We will ensure that:

- All educators are supported to hold current recognised first aid qualifications;
- First aid will be administered to all children, staff, families and visitors who are involved in accidents and incidents whilst at the centre according to guidelines and recommended practices of a first aid qualification;
- All incidents will be documented and stored according to regulatory requirements; and
- A risk management approach to health and safety will be adopted.

Procedure

Health information about children

- Families will inform PHWMCC of any known medical conditions, or health needs of their child via the PHWMCC Enrolment Form
- In the case of a medical condition eg asthma, allergy, anaphylaxis, etc a Medical Management Plan must be provided by a registered medical practitioner
- PHWMCC will develop a classroom risk management and communication plan for each child with a known medical condition

First Aid Qualifications

In accordance with the *Education and Care Services National Regulations 2011* (National Regulations) 136 (1)

- The following persons are in attendance at PHWMCC and are immediately available in an emergency at all times while children are being educated and cared for:
 - a) at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification;
 - b) at least one staff member or nominated supervisor of the service who has undertaken current approved anaphylaxis management training;

- c) at least one staff member or nominated supervisor of the service who has undertaken current approved asthma management training.
- First Aid Qualifications must be acquired through an approved provider as deemed so by Australian Children’s Education and Care Quality Authority (ACECQA).
- Copies of First Aid Qualifications will be stored in Staff Records.
- PHWMCC informs children, families and educators of those persons who hold First Aid Qualifications.

PHWMCC pays for all educators to maintain current First Aid Qualifications every 3 years. All staff are required to update their CPR training annually.

To be considered current, the following qualifications are taken to be current if the qualification was attained or the training was undertaken within the previous three years:

- a. Approved first aid qualifications (except for a qualification that relates to emergency life support and cardio-pulmonary resuscitation which must be completed within the previous year)*
- b. Approved anaphylaxis management training*
- c. Approved emergency asthma management training*

First Aid Action Response and Documentation

- Generally first aid is provided in response to unpredictable illness or injury.
- Administration of first aid will be done in accordance with first aid training and undertaken by a person with current first aid qualifications.
- In the interests of avoiding delay of treatment in most circumstances, first aid will be administered by the person who has witnessed the incident/injury/illness.
- Education and childcare workers have an obligation to ensure parents and guardians are informed about first aid provided to their children.
- Families will be notified immediately (or as soon as practicable) if first aid is required to an incident involving a child’s head, or if any other medical treatment is required.
- The Nominated Supervisor (or Responsible Person in the Nominated Supervisors absence) will be notified of the nature of any incident / injury.
- *Incident, Injury, Illness and Trauma Forms* are filled out for any first aid given. This is passed to the Responsible Person for signing and verification, and also signed by parents or guardians. A *Minor Incident Form* is filled out as required.

The Need for an Ambulance

An ambulance will be called when the following instances (but not limited to) occur to a person or child at the service:

- unconsciousness or an altered conscious state;
- experiencing difficulty breathing;
- showing signs of shock;
- experiencing severe bleeding, or who is vomiting blood or passing blood;
- slurred speech;
- injuries to the head, neck or back;
- possible broken bones; and
- showing signs of asthma / allergic /anaphylactic reaction.

In any circumstance where emergency medical services attends the preschool, the Department of Education must be notified via the NQAITS online portal.

Infection Prevention and Control

As per PHWMCC Infectious Diseases Policy adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to:

- cover cuts and abrasions with water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids;
- wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes;
- if possible, wear a mask and eye protection where there is a risk of splashing blood or other body fluids;
- remove any broken glass or sharp material with forceps or tongs and place in container; and
- wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

Poisons Information Centre

The Poisons Information Centre telephone number 131 126 is displayed:

- Next to every telephone in the service.
- Where dangerous products are stored.

Hazard Identification and Risk Assessment

- Staff will regularly conduct risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes.
- Staff will regularly undertake risk assessments in the environment in order to plan safe experiences for children.
- Staff will introduce preventative measures to eliminate the risk, or control measures to minimise the risk, of illnesses or injuries.
- Staff and Management Committee will review and analyse accident, injury, and incident data.
- Staff will ensure risk assessments and plans for management of potential first aid situations are carried out and discussed.

Roles and Responsibilities

Approved Provider

- Ensure that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury *Education and Care Services National Law 2010* (National Law) 167.
- Ensure that at least one staff member or one nominated supervisor of the service with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service (National Regulation 136(1)(a)). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the National Regulations.
- Provide and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- Provide and maintaining a portable first aid kit that can be taken off-site for excursions and other activities.
- Ensure that first aid training details are recorded on each staff member's record.
- Ensure safety signs showing the location of first aid kits are clearly displayed.
- 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.
- Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- Must notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident. This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident.

- Ensure records are confidentially stored for the specified period of time as required by the National Regulations.

Nominated Supervisor

- Ensure that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Law (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA.
- Ensure that all staff know where the First Aid kits are located.
- Ensure a portable first aid kit is taken on all excursions and other off-site activities.
- Monitor the contents regularly of all first aid kits and arranging for replacement of stock, including when the use-by date has been reached.
- Dispose of out-of-date materials appropriately.
- Ensure that the main office preschool First Aid kit and the excursion kit have an EpiPen and asthma medication and spacer
- Keep up to date with any changes in procedures for administration of first aid and ensure that all educators are informed of these changes.
- Ensure that educators are aware of the procedures for managing a serious incident.
- Ensure that a copy of the *Incident, Injury, Illness and Trauma Form* will be made available for parents/guardians on request.
- Ensure that emergency phone numbers are at every phone, and that current emergency contact details for each child are stored in each medication box and with the first aid kit in the office.

Early Childhood Educators

- 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 at least 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.
- Supervise children, carry out risk assessments and monitor hazards in order to prevent any avoidable injuries.
- Be aware of their duty of care responsibility.
- Follow the First Aid Policy at all times.

Families

- Provide medical information as required by the *PHWMCC Medical Conditions Policy* and the *PHWMCC Enrolment and Orientation Policy*.
- Provide written consent (via the *PHWMCC Enrolment Form*) for preschool 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.
- Paying for any costs associated with an ambulance call out.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every three

years. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the preschool will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the way in which fees are collected.

Definitions

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

Related Legislation

Education and Care Services National Law Act 2010: Sections 167, 169
Education and Care Services National Regulations 2011: Regulations 85-90, 92-94, 136, 137(1)(e), 161, 162, 168(2)(a), 172, 176, 183, 245
Work Health and Safety Act 2011
Children and Young Persons (Care and Protection) Act 1998

Related Guidelines, Standards, Frameworks

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2, 2.1.2

Sources

Community Early Learning Australia – Administration of First Aid Sample Policy

Relevant Documents

PHWMCC Incident, Injury, Illness and Trauma Form
PHWMCC Medical Conditions Policies
PHWMCC Infectious Diseases Policy
PHWMCC Enrolment and Orientation Policy
PHWMCC Hygiene and Infection Control Policy
PHWMCC Safe Storage of Dangerous Goods Policy
PHWMCC Risk Management Policy
PHWMCC Enrolment Form
PHWMCC Management of a Temperature Procedure

Policy Reviewed: September 2023

Next Review Date: September 2026

