Administration of First Aid Policy

Purpose

Peak Sports and Learning recognises that occasions may arise where emergency first aid management procedures need to be implemented to preserve the health and safety of children and staff. This includes managing a specific health condition as well as where a particular emergency first aid response is needed.

Our service will provide and maintain a high level of care for children attending the service. The service will ensure that Responsible Persons (Centre Supervisors) will be suitably qualified in emergency first aid management, asthma management and anaphylaxis management training (HLTAID012, previously HLTAID004) to ensure full and proper care of all is maintained. Additionally, first aid equipment and support will be available to all children, educators and visitors at the service and whilst on excursions.

The safety, rights and best interests of children are the paramount consideration in everything we do. When first aid is needed, this means children receive immediate and appropriate care, and every decision is guided by what is best for the child.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
Law Sections 2A, 3A (NSW), 165, 167, 174 Regulations: 12, 85, 86, 87, 88, 89, 90, 92, 93, 94, 97, 101, 102C, 136, 137, 161, 162, 168, 170, 171, 175, 176, 183	Standard 2.1.1, 2.1.2, 2.2, 2.2.1, 2.2.2.	- Enrolment Handbook - Staff Handbook - Child Safe Policy - Excursion and In-service Activity Policy - Incident, Injury, Trauma and Illness Policy - Dealing with Infectious Disease Policy - Medical Conditions Policy Including Anaphylaxis, Asthma and Diabetes Management	Safe Work Australia First Aid in the Workplace Code of Practice

Procedures

- The Nominated Supervisor is responsible for ensuring that a minimum of one educator who holds a current ACECQA approved first aid qualification, anaphylaxis management training and emergency asthma management training is present at the service at all times (Regulation 136).
- The service will endeavour to have all Educators holding a current first aid qualification.
- A current first aid certificate or willingness to undergo training will be advertised for all new positions.

- The centre will budget for the cost of the first aid course or renewal for each Educator as part of the training budget.
- A fully stocked and updated first aid kit (Red Hart First Aid Kit) will be kept in the designated secure place in the centre. This kit also contains an Epipen and Ventolin puffer. Educators are to ensure that this is easily accessible to all educators and volunteers and kept inaccessible to the children. This first aid kit will also be taken on all excursions and emergency evacuations.
- First aid signage will indicate where the first aid kits are located in the centre. Epipen and Ventolin signage will also be present in the centre, at the door of the room where the first aid kit is located and on the front pocket of the Red Hart First Aid Kit.
- A separate backpack style first aid kit will be also maintained and taken on all outdoor activities when moving away from the hall.
- The first aid kits will contain the minimum equipment suggested by the Red Cross, St John Ambulance or Safe Work Australia's First Aid in the Workplace Code of Practice and a first aid manual will be kept at the centre.
- A cold pack will be kept in the freezer for treatment of bruises and swelling.
- An inventory of the kits will be maintained and checked on a minimum once a term basis. The checklists may be requested for sighting by management or from the NSW regulatory authority.
- Centre Supervisors will be designated the duty of maintaining the kits to ensure that they are fully stocked, and that all items are within the use by date.
- At orientation, educators and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.
- Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents.
- Telephone numbers of emergency contacts, local doctor and poisons centre will be located next to the phone.
- In the event of an emergency, the educator administering the first aid must not leave the patient until emergency services or the parent arrives. A second educator should make all emergency calls. Other educators maintain active supervision of all other children while first aid is being given.
- In all first aid treatments the Centre Supervisor or qualified first aid attendant will review child's medical information including any medical information disclosed on the child's enrolment form, medical management plan or medical risk minimisation and communication plan before attending to the injured or ill child or adult. If the illness or incident involves asthma or anaphylaxis, an Educator with approved asthma or anaphylaxis training will attend to the child or adult.

First Aid Precautions

- In all first aid treatments the Centre Supervisor or qualified first aid attendant will ensure that:
  - disposable gloves are used with any contact with blood or bodily fluids.
  - all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the Dealing with Infectious Diseases Policy.

- anyone who has come in contact with any blood or fluids washes their hands thoroughly in warm soapy water.

Administration of First Aid

In the case of a minor first aid incident such as one where a superficial injury occurs, the educator will:

1. Reassure the child
2. Assess the injury
3. Report the incident to the Centre Supervisor
4. Attend to the injured person and apply first aid as required and in the case of asthma, anaphylaxis or epilepsy, with regard to the child's medical information, management plan or risk minimization and communication plan.
5. Record the incident and treatment given in the **Injury, Trauma or Illness Record** recording the following details:
   - Date, time and location of incident
   - Name, gender and age of child
   - Brief description of incident
   - First aid treatment applied
   - Witness name and signature
   - First aid attendant name and signature
   - Name of any parent or emergency contact notified or attempted to be notified, with the time and date
6. Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child. If the child has had a head injury, the parent is contacted by phone straight away, as head injuries can get worse quickly.
7. Parental signature confirming knowledge of the accident report form will be gained at the soonest possible convenience and within 24 hours and recorded in the First Aid Register.

In the case of a more **serious first aid incident** such as one where further medical treatment or hospitalisation may occur, the educator will:

1. Reassure the child
2. Assess the injury
3. Report the incident to the Centre Supervisor
4. Centre Supervisor or first aid qualified educator attends to the injured person and applies first aid as required, and in the case of asthma, anaphylaxis or epilepsy, with regard to the child's medical information, management plan or risk minimisation and communication plan.
5. If required, first aid qualified educator or Centre Supervisor notifies and co-ordinates ambulance
6. If required, first aid qualified educator or Centre Supervisor notifies parent or authorised nominee that child requires medical attention from a medical practitioner.

7. If required, educator or Centre Supervisor contacts parent or authorised nominee to collect child from service.
8. Centre Supervisor ensures **Injury, Trauma or Illness Record** is completed in full and without delay and parent or authorised nominee is notified as soon as possible and within 24 hours of the injury, illness or trauma.
9. Record the incident and treatment given in the **Injury, Trauma or Illness Record** recording the following details:
   - 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 a person making report
   - Name and signature of nominated supervisor
10. Parental signature confirming knowledge of the **Injury, Trauma or Illness Record** will be gained at the soonest possible convenience.
11. A copy of the record will be sent to the Service Support Manager at the soonest possible convenience and raised with Directors through internal communication channels.

Reporting obligations

- 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 Incident, Injury, Trauma and Illness Policy are followed and the Regulatory Authority is notified within 24 hours of either the incident or them becoming aware of the incident (Section 174 and Regulations 12 and 176).

Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2017	March 2018	Directors	Nil – small amendments to procedures
2	March 2018	March 2019	Directors	Rewritten and edited to reflect 2018 updated Quality Standards. Addition of procedures for minor and serious first aid incidents, precautions for first aid attendants, first aid kit requirements and reporting considerations
3	April 2019	April 2020	Directors	Reviewed, no major amendments.
4	February 2020	March 2022	Directors	Reviewed small amendments to reporting and moved to new review timeframe
5	March 2022	March 2024	Directors	Minor adjustments to First Aid stocktake procedure and SSM notification. Replacing course code HLTAID004 with HLTAID012.
6	March 2024	March 2025	Directors	Reviewed, no major amendments.
7	March 2025	March 2026	Directors	Reviewed, no major amendments.
8	March 2026	March 2027	Directors	Added paramount consideration (Section 3A NSW) and Sections 2A, 165 and 174. First aid qualification wording updated to match Regulation 136. Added active supervision during first aid, phone contact straight away for head injuries and Regulation 87 record details.