

# D-10 First Aid

Epping Heights OSHC.

## NQS

QA. 2.1.2	Health practices and procedures.
QA. 2.2.2	Incident and emergency management.
QA. 3.1.1	Fit for purpose.
QA. 4.1	Staffing arrangements.
QA. 4.2.2	Professional standards.
QA. 7.1.2	Management systems.

## National Regulations

Reg. 12	Meaning of serious incident
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 87	Incident, injury, trauma and illness record
Reg. 89	First aid kits
Reg. 136	First aid qualifications
Reg. 137	Approval of qualifications
Reg. 146	Nominated supervisor
Reg. 147	Staff members
Reg. 168	Education and care service must have policies and procedures
Reg. 176	Time to notify certain information to Regulatory Authority

## POLICY STATEMENT

We believe that first aid equipment and facilities should be available to all staff, children, and visitors in the Centre or on excursions. All staff will be encouraged to undertake first aid training as a part of their conditions of employment to ensure full and proper care is maintained. This procedure encompasses all infection control and first aid requirements in the Centre.

## RELATED POLICIES

- Epping Heights OSHC Policy A-4: Enrolment
- Epping Heights OSHC Policy A-19: Nominated Supervisor
- Epping Heights OSHC Policy C-2: Conditions of Employment
- Epping Heights OSHC Policy C-3: Staff Orientation and Induction
- Epping Heights OSHC Policy C-10: Volunteers/Students/Visitors
- Epping Heights OSHC Policy D-2: Hygiene
- Epping Heights OSHC Policy D-11: Management of Incident, Injury and Trauma
- Epping Heights OSHC Policy D-13: Illness and Infectious Diseases
- Epping Heights OSHC Policy D-15: Allergies

- Epping Heights OSHC Policy D-16: Asthma
- Epping Heights OSHC Policy D-17: Anaphylaxis
- Epping Heights OSHC Policy D-20: Medication

## **PROCEDURE**

Under Regulation 136, the approved provider of a centre-based service must ensure that the following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are be educated and cared for by the service –

- A minimum of one staff member present at all times will hold a current first aid qualification, as approved by the National Authority.
- A minimum of one staff member present at all times will be currently qualified in Emergency Asthma Management.
- A minimum of one staff member present at all times will be currently qualified in Emergency Anaphylaxis Management.

Current training in any or all of the above or willingness to undergo training will be advertised for all new positions.

Staff will renew their certificates as required.

The Centre will budget for the cost of training or renewal for each staff member as a part of their training budget.

A fully stocked and updated first aid kit will be kept in the designated and secured place in the Centre. The container for the contents can be any size or type to suit the centre, however, it must have a white cross on a green background prominently displayed on the outside. Staff are to ensure that this is easily accessible to all staff and kept inaccessible to children. At orientation, staff and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.

In addition, portable first aid kits will be taken to each area the children are utilising by the staff member on duty. This kit must contain the minimum requirements for first aid. Where a staff member is not trained in first aid, they will take the portable first aid kit to avoid delay if anything should be required.

Emergency Asthma Management equipment will also be accessible at the centre, including Ventolin and a spacer device, in case of Emergency.

Individual children's Anaphylaxis medication is kept in the First Aid cupboard. This may contain varying medication, depending upon the prescribed course of action by the child's doctor.

All first aid equipment and medications will be checked termly and signed off by the Nominated Supervisor to ensure nothing is out of date. The Nominated Supervisor may be required to produce these checklists if requested by Management or by the NSW Regulatory Authority. It is the parent's responsibility to provide any new medication as required / requested by centre staff.

The first aid kit will contain the minimum equipment suggested by the Red Cross or St Johns Ambulance.

A first aid manual will also be kept at the Centre.

A cold pack will be kept in the freezer for treatment of bruises and strains.

An inventory of the kits will be maintained.

Staff and relief workers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it in the orientation process.

Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents. In the event of an emergency, the staff member administering the first aid must not leave the patient until emergency services or the parent arrives. All emergency calls should be made by a second staff member.

Telephone numbers of emergency contacts, local doctor and poisons centre will be kept easily accessible.

## **Infection Control**

Infection control standards include:

- Adequate facilities to wash and disinfect hands
- Adequate personal protective equipment such as disposable gloves, aprons and face masks are provided and available for use.
- Adequate sharps containers are provided
- A waste system is in place
- Isolation protocols

### **In the case of a minor incident, the first aid attendant will:**

- Assess the injury
- Attend to the injured person and apply first aid as required
- Ensure that disposable gloves are used with any contact with blood or bodily fluids as per the Hygiene Policy, and Illness and Infectious Diseases Policy
- Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner
- Ensure that anyone who has come in contact with any blood or fluids wash in warm soapy water
- Record the incident in the Minor Incident/Injury/Trauma folder, indicating name, date, time, nature of injury, how it occurred, treatment given and by whom, to be signed by staff member reporting and witness.
- If the minor incident involves an injury to the head, parents should be contacted immediately to inform them of the incident. If a major head injury occurs, a concussion is suspected, or child's demeanor or condition worsens shortly after a head injury an ambulance will be called and the parents will be informed.

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 D-11: Management of Incident, Injury and Trauma Policy are followed and the Regulatory Authority is notified within 24 hours.

Notification to the Department of Education and Communities should occur in the case of a significant accident or injury.

NSW Early Childhood Education and Care Directorate  
Department of Education and Communities

## **SOURCES**

- Education and Care Services National Regulations 2011
- National Quality Standard
- St John Ambulance Australia – First Aid
- First Aid Manual
- Australian Children’s Education and Care Quality Authority (ACECQA)

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