



MADGE SEXTON KINDERGARTEN

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Policy 4: Administration of First Aid

Rationale: Madge Sexton Kindergarten will plan for and respond effectively to accidents and medical emergencies. 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. Our education and care service 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.

Aims: We will ensure:

- all permanent educators hold a first aid qualification;
- 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 qualifications
- all incidents will be documented and stored according to regulatory requirements
- a risk management approach to health and safety shall be adopted.

First Aid Procedure:

The main First Aid Kit is located in the Kitchen next to the hand washing basin. The portable first aid kit is located on the wall near the entrance in the foyer. Additional supplies for the first aid kits (i.e. bandages, etc.) are located in the Kitchen drawer labelled "First Aid". The Asthma Kit is located in the Kitchen above the fridge.

Use the following emergency first aid procedures:

- Do not move child or pick up child until injury has been assessed.
- Use protective gloves with all bodily fluids (dispose of gloves & clothes used to mop up in a tied double layer plastic bag).
- Seek staff support for first aid if necessary.

If a child needs First Aid:

- Staff member assists child
- Assess injury
- Treat injury
- Notify parent immediately, if necessary
- If injury is beyond staff help and is an emergency – call for ambulance and then call parent

Record keeping:

- For serious injuries/incidents/illnesses record information on: DECD Incident, Injury, Trauma and Illness Record and photocopy - give original to parent/caregiver / keep photocopy in file with First Aid Log.
- For minor injuries/incidents/illnesses record information on Madge Sexton Kindergarten Injury or Illness Home Report Form and Madge Sexton Kindergarten First Aid Log.
- All Record forms located in the Medical/Health Record Forms folder in Kitchen above fridge.

If a staff member needs First Aid:

- Staff to assist staff member, assess & treat injury.
- Staff to seek medical attention.
- If necessary, staff member to call for ambulance.

On first day of duty, staff members to give the Director (or Nominated Supervisor) details of next of kin and any vital medical information. (This information is kept in a sealed envelope in the Employee Details Folder).

N.B. Remember to conduct accident investigation and complete a DECD Injury report form (ED155) when this is necessary. Director will use IRMS website to notify DECD when staff are injured.

Accident Procedure:

Report any accident or near miss for children and adults to the Director or OHS Representative. All accidents must be recorded on the Injury or Illness Report or Incident, injury, trauma and illness record. Staff will contact an ambulance in an emergency.

Staff will contact parents, and follow normal medical procedures.

Children on a health care plan – staff will follow medical procedures. Children's health care plans are located in Children's health care plans in Kitchen above fridge.

Professional development of staff and educators

Madge Sexton Kindergarten will:

- that all educators are supported to ensure they hold current recognised first aid qualifications;
- all educators have undertaken current approved anaphylaxis management training
- all educators have undertaken current approved emergency asthma management training; and

- employee induction includes an induction to the first aid policy.
- ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a staff register;
- collaborate and consult with staff and educators to develop and implement a risk assessment and management plan; and
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

Hazard identification and risk assessment

Madge Sexton Kindergarten 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;
- review and analyse accident, injury, incident and 'near miss' data; and
- collaborate with staff and educators to develop a first aid plan for the service (i.e. identification of first aid qualified staff, contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury.
- regularly undertake 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

Madge Sexton Kindergarten will:

- ensure that there is always at least one first aid qualified educator on the premises at all times.
- ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.
- Ensure that administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider
- as per the first aid plan, and 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 nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident as soon as practicable after the incident;
- 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

Madge Sexton Kindergarten 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; and
- first aid kits are carried on field excursions.
- ensure a first aid box checklist is kept in every first aid kit
- staff will regularly monitor supplies and update stock as required; and
- discard and replace out of date stock.

Documentation and record keeping

Madge Sexton Kindergarten will:

- complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the centre; and
- ensure that a copy of the accident/incident report will be made available for parents/guardians on request.
- ensure records are confidentially stored for the specified period of time as required by the Regulation.

Managing serious incidents

Madge Sexton Kindergarten will ensure:

- any serious incident occurring at the centre will be documented on a Critical Incident Report form 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; and
- educators and staff are aware of the procedures around managing serious incidents.
- notify parents of any serious incident; and
- arrange for medical intervention if required.
- manage serious incidents as per this policy; and
- notify the Nominated Supervisor immediately after the serious incident has occurred.
- Management and staff will monitor and review the effectiveness of the first aid policy regularly. Updated information will be incorporated as needed.

Endorsed by Staff & Governing Council September 2015 / To be reviewed: September 2017