


		EHPS OOSH POLICY	
POLICY NUMBER QA2/8	REVISION 1	TITLE Administration of First Aid	PAGE Page 1 of 5

		EASTWOOD HEIGHTS OOSH POLICY		
POLICY NUMBER QA2/8	REVISION 1.1	TITLE Administration of first aid	PAGE Page 1 of 5	
Written By Nominated Supervisor	Reviewed By EHOOSH Management committee	Approved By EHOOSH Management committee	Supersedes Version 1	Effective Date April 2021

Eastwood Heights OOSH

Administration of First Aid Policy

		EHPS OOSH POLICY	
POLICY NUMBER QA2/8	REVISION 1	TITLE Administration of First Aid	PAGE Page 2 of 5

Table of Contents

Table of Contents.....	2
1. POLICY STATEMENT.....	3
2. PROCEEDURES.....	3
3. ROLES AND RESPONSIBILITIES.....	4
4. REFERENCES.....	5
4.1 Statutory authority.....	5
4.2 Service policies.....	5
4.3 National frameworks.....	5

Revision Chronology:		
Version Number	Date	Reason for Change
1.0	March 2018	Endorsed by OOSH executive committee
1.1	March 2021	Review and evaluation
1.2		Edited and reviewed
2.0		

		EHPS OOSH POLICY	
POLICY NUMBER QA2/8	REVISION 1	TITLE Administration of First Aid	PAGE Page 3 of 5

1. POLICY STATEMENT

The Administration of First Aid Policy, strategies and practices are designed to support educators to:

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

2. PROCEDURES

First Aid Qualifications must be acquired through an approved provider as deemed so by ACECQA. Copies of First Aid Qualifications will be stored in Staff Records.

First aid is provided in response to unpredictable illness or injury. Educators have an obligation to ensure parents and guardians are informed about any first aid provided to their children.

There must be at least one educator/ staff member with current approved first aid qualifications, anaphylaxis management training and emergency asthma management training in attendance and immediately available at all times that children are being educated and cared for by the service.

Only educators or staff members with first Aid qualifications can apply first aid.

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

Infection and Prevention Control

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 waterproof 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
- wear a mask and eye protection where there is a risk of splashing blood or other body fluids

		EHPS OOSH POLICY	
POLICY NUMBER QA2/8	REVISION 1	TITLE Administration of First Aid	PAGE Page 4 of 5

- remove any broken glass or sharp material with forceps and place in container
- wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry

Poisons Information Centre

The Poisons Information Centre telephone number 131 126 is displayed next to every telephone in the service.

3. ROLES AND RESPONSIBILITIES

Roles	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> • Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury • Ensuring that at least one staff member with current approved first aid qualifications, anaphylaxis management training and emergency asthma management training, is in attendance and immediately available at all times that children are being educated and cared for by the service • Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards • Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities
Nominated Supervisor	<ul style="list-style-type: none"> • Ensuring that first aid training details are recorded on each staff member's record • Ensuring safety signs showing the location of first aid kits are clearly displayed • Ensuring 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. • 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 • Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources). • Ensuring a portable first aid kit is taken on all excursions and other off-site activities.
First Aid Officer	<ul style="list-style-type: none"> • Maintaining a current approved first aid qualification. • Monitoring the contents of all first aid kits and arranging for replacement of stock, including when the use-by date has been reached. • Disposing of out-of-date materials appropriately. • Keeping up to date with any changes in the procedures for the administration of first aid.
Vacation Care Coordinator	<ul style="list-style-type: none"> • Ensuring a portable first aid kit is taken on all Vacation Care Excursions

		EHPS OOSH POLICY	
POLICY NUMBER QA2/8	REVISION 1	TITLE Administration of First Aid	PAGE Page 5 of 5

Responsible Person in charge	<ul style="list-style-type: none"> • Ensuring parents/guardians sign an injury form as soon as is practicable • Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, • Practicing CPR at least annually
Educators and support staff	<ul style="list-style-type: none"> • Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma. • Seeking further medical attention for a child if required • Being aware of the signs and symptoms of illness/trauma • Being aware of individual children’s allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness • Implementing appropriate first aid procedures when necessary. • Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma. • Ensuring that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record.
Families	<ul style="list-style-type: none"> • Providing the required information for the service’s medication record. • Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required. • Being 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.

4. REFERENCES

4.1 Statutory authority

- Education and Care Services National Law Act 2010 (Regulation 12, 87, 89, 174)
- National Quality Standard (Standard 2.2, 2.1.2)
- Work Health and Safety Act 2011

4.2 Service policies

- Providing a child safe environment
- Incident, Injury and Trauma Policy
- Administration and Storage of Medication Policy
- Hygiene and Infection Control Policy
- Illness and Infectious Diseases Policy

4.3 National frameworks

- ACECQA website: <http://www.acecqa.gov.au/national-quality-agenda-it-system>
- Framework for School Age Care in Australia, “My Time, Our Place” (Outcome 3), http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf