



ADMINISTRATION OF FIRST AID POLICY

(This policy forms part of our Child Safe Environment Policies)

POLICY STATEMENT

Lennox Head Community Preschool is committed to providing a safe environment that promotes the health, safety, wellbeing and rights of all children.

The safety, rights and best interests of children are the paramount consideration in all decisions and practices relating to the administration of first aid.

The Preschool recognises that prompt, appropriate and effective first aid can preserve life, prevent a condition from worsening and support recovery. The Preschool will ensure educators and staff are appropriately trained, equipped and supported to respond to incidents, injuries, illness and medical emergencies.

PROCEDURES

The Preschool will:

- ensure at least one educator, staff member or Nominated Supervisor with current approved First Aid, Asthma and Anaphylaxis qualifications is in attendance and immediately available at all times children are being educated and cared for, including during excursions and transportation
- maintain records of staff first aid qualifications and regularly monitor expiry dates
- support educators and staff to maintain current approved First Aid, CPR, Asthma and Anaphylaxis qualifications through scheduling Professional Development and allocating funds within the budget
- provide appropriately equipped, clearly identifiable and accessible first aid kits throughout the Preschool and on excursions
- engage Accidental First Aid to regularly monitor and replenish first aid kit contents and dispose of expired items appropriately
- have emergency contact numbers, including the Poisons Information Centre (13 11 26), available on preschool issued devices.
- display current emergency asthma, anaphylaxis and CPR information and procedures within the Preschool
- ensure first aid procedures are included within staff induction and orientation processes
- ensure all educators and staff understand incident, injury, trauma and illness reporting requirements
- ensure educators and staff respond promptly and appropriately to incidents, injuries, illness and medical emergencies
- ensure an ambulance is called immediately where required, including in situations involving unconsciousness, breathing difficulties, severe bleeding, head or spinal injuries, seizures, suspected anaphylaxis or other serious medical concerns
- ensure parents/guardians are notified as soon as practicable following the administration of first aid
- document all incidents requiring first aid on the Incident, Injury, Trauma and Illness Record within required legislative timeframes
- notify the Regulatory Authority of serious incidents within 24 hours as required
- ensure children with medical conditions are supported in accordance with medical management and risk minimisation plans
- ensure medication and emergency medication are administered in accordance with relevant legislation and Preschool procedures

- ensure infection control procedures are followed when administering first aid or managing blood and body fluids, including the use of gloves and appropriate hygiene practices
- ensure children are adequately supervised while first aid is being administered
- ensure all educators, staff, volunteers and students understand their duty of care responsibilities
- incorporate health, safety and wellbeing learning into the educational program where appropriate.

ROLES AND RESPONSIBILITIES

The Approved Provider will:

- ensure obligations under the National Law and Regulations are met
- ensure children’s safety, wellbeing and rights remain the paramount consideration
- ensure appropriately trained staff are available at all times

The Nominated Supervisor or Responsible Person will:

- oversee implementation of first aid procedures
- monitor staff qualifications and training requirements
- ensure first aid kits, emergency equipment and procedures are maintained and accessible
- ensure incident notification and reporting requirements are met.
- ensure incidents, injuries and illnesses are appropriately documented and communicated
- ensure educators and staff understand emergency response procedures.

Educators, staff, volunteers and students will:

- follow first aid procedures and duty of care obligations
- respond promptly to incidents, injuries and illness
- maintain confidentiality regarding children’s health information
- implement infection control procedures
- ensure children are adequately supervised while first aid is administered
- participate in required training and induction processes.

Families will:

- provide accurate and current medical and emergency contact information
- provide required medical management plans and medication where applicable
- notify the Preschool of changes to their child’s health or medical needs
- remain contactable in the event of illness, injury or emergency
- provide authorisation for medical treatment and ambulance transportation through enrolment documentation.

LEGISLATIVE REQUIREMENTS

- Education and Care Services National Law Act 2010
- Section 2A – Paramount consideration: safety, rights and best interests of children
- Sections 167 and 174
- Education and Care Services National Regulations
- Regulations 85–94, 101, 102C, 136–137, 161–162, 168–172, 176 and 183
- Work Health and Safety Act 2011
- Child Protection legislation.

(Reviewed annually with NQF and QIP)

Date last amended _____

President’s signature _____