QA2 ADMINISTRATION OF FIRST AID POLICY

PURPOSE

Happy Haven OSHC has a duty of care to provide and protect the health and safety of children, families, educators, staff, and visitors of each service. This policy aims to support staff to:

- Preserve life
- Ensure the environment is safe and other people are not in danger of becoming ill or injured
- Ensure that ill or injured people are stabilised and comforted until medical assistance intervenes
- Relieve pain if possible
- Monitor ill or injured persons and promote recovery
- Provide immediate and effective first aid to children or adults
- Apply additional first aid if the condition does not improve

'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.' (Safe Work Australia).

SCOPE

This policy applies to children, families, educators, staff, and visitors of Happy Haven OSHC.

IMPLEMENTATION

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. Legislation that governs the operation of approved education and care services is based on the health, safety and welfare of children, and requires children to be protected from harm and hazards.

The approved provider and nominated supervisors are responsible for:

- Taking every reasonable precaution to protect children at each Happy Haven OSHC service from harm and/or hazards that can cause injury

- Ensuring the rostering of at least one staff member who holds a current ACECQA approved first aid qualifications
- Ensuring the rostering of at least one staff member who has undertaken current approved Anaphylaxis Management training
- Ensuring the rostering of at least one staff member who has undertaken current approved Emergency Asthma Management training
- (One staff member may hold one or more of the three qualifications)
- Ensuring that first aid training certificates are recorded and kept up to date on each staff member's HR profile
- Ensuring there is an induction process for all new staff, including casual and relief educators, that includes providing information on the location of first aid kits and specific first aid requirements and individual children's allergies and individual medical management plans
- Ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, which has resulted in injury, trauma or illness at the OSHC service
- Ensuring that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- Ensuring a resuscitation flow chart is displayed in a prominent position in the OSHC service
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

The nominated supervisor and responsible person will:

- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required
- Support staff when dealing with a serious incidents and/or trauma
- Provide and maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards
- Provide and maintain a transportable first aid kit/s that can be taken to excursions and other activities
- Audit the inventory of all first aid kits by week 7 of each term, including when the expiry date has been reached, and arrange replacement of stock. Once completed the First Aid Kit Audit is required to be sent to the Compliance Business Unit email for review and confirmation of compliance to National Regulations.
- Dispose of expired materials and supplies appropriately
- Ensure safety signs showing the location of first aid kits are clearly displayed
- Ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA

- Conduct a risk assessment prior to an excursion, regular outing or when providing regular transportation of children to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised
- Keep up to date with any changes in the procedures for the administration of first aid
- Contact families immediately if a child has had a head injury whilst at the Happy Haven OSHC service (this includes any injury to the facial area, and any injury to the head no matter how 'minor' it is perceived to be)
- Ensure that appropriate documentation is being recorded by the Nominated Supervisor/Responsible Person regarding incidents, injury, trauma, and illnesses and the administration of first aid.
- Documentation of the following must be recorded:
    - Name and age of the child
    - Circumstances leading to the incident, injury, trauma, or illness (including any symptoms)
    - Time and date
    - Details of action taken by the service including any medication administered, first aid provided or
    - Medical personnel contacted
    - Details of any witnesses
    - Names of any person the service notified or attempted to notify, and the time and date of this
    - Signature of the person making the entry, and time and date of this.

Educators and staff will:

- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required (Safe Work Australia recommends first aid qualifications should be renewed every three years)
- Refresh their CPR and administration of an auto-injector device training at least annually
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- Ensure that the details of any incident requiring the administration of first aid are recorded as a first aid report in CCMS software, and Incident Report form on SharePoint for serious injuries
- View and acknowledge risk assessments prior to an excursion, regular outing or when providing regular transportation of children to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised

Families will:

- Sign OSHC service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child
- Provide the required information for their child's medical records
- Provide written consent (via the enrolment record) for Happy Haven OSHC educators to administer first aid and call an ambulance, if required
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record when their child is in attendance at OSHC

First aid kit

- The Service Leader of the Happy Haven OSHC service will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations
- All First Aid Kits at the service must:
    - Be suitably equipped and maintained
    - Not be locked
    - Be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the service
    - Be easily accessible to educators
    - Be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
    - Be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
    - Contain a list of the contents of the kit
    - Be regularly checked using the First Aid Kit Audit Form to ensure the contents are as listed and have not degraded or expired
    - Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
    - Be provided in each work vehicle
    - Be taken on excursions

- Each Happy Haven OSHC service will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.
- The Service Leader will consider whether the first aid kit/s and components are appropriate and effective for the service's hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the Education & Care Safety Advisor.

SOURCE

Australian Children's Education & Care Quality Authority. (2014).

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018). Education

and Care Services National Regulations. (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (amended 2020).

Revised National Quality Standard. (2018).

Safe Work Australia First Aid in the Workplace Code of Practice: https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace

Safe Work Australia Legislative Fact Sheets First Aiders: https://www.safeworkaustralia.gov.au/first-aid

NATIONAL QUALITY STANDARDS

QUALITY AREA 2		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

EDUCATION & CARE SERVICES NATIONAL REGULATIONS

12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
97	Emergency and evacuation procedures
136	First aid qualifications
161	Authorisations to be kept in enrolment record

REVIEW

DATE LAST REVIEWED	MODIFICATIONS MADE	SPONSOR POSITION	POLICY LEAD	REVIEW DUE
01/08/2025	▪ Removed Related documents section. Updated and removed all terminology and redundant information	Chief Operations Officer	Education & Care Compliance Auditor	01/08/2026
14/02/2024	▪ Once completed the audit the First Aid Kit Questionnaire is required to be completed in OWNA checklist. The audit form is to be emailed to the WHS Officer with the Service name, Date completed and Who conducted the audit.		WHS Advisor	14/02/2025

	Removed First aid kit inventory ▪ Staff and educators will follow the First Aid Kit Maintenance and Audit Procedure to ensure the contents in each first aid kit are sufficient in quantity for the number of children and employees at the location it is servicing, and appropriate to provide basic first aid. ▪ Each Happy Haven OSHC service will determine the need for additional items to those listed on the First Aid Kit Audit Form after analysing the number of children at the OSHC service and what injuries children or adults may incur. ▪ Regular review of the service incident, injury, trauma and illness records will assist each service in making an informed decision about what to include in the first aid kit.			
30/08/2023	▪ First aid inventory audit changed from every 5 weeks to every 7 weeks ▪ QA2 First Aid Kit Maintenance and Audit Procedure developed to align with this policy	Chief Continuous Service Improvement Officer	WHS Advisor	30/08/2024
June 2022	Policy taken from childcare desktop template and transferred into HH formatting.			June 2023