

Rostrevor Kindergarten

Administration of First Aid

ADMINISTRATION OF FIRST AID Regulations 89 & 168

At Rostrevor Kindergarten we are committed to providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors.

Rostrevor Kindergarten will consider a range of contingencies if an injury occurs. These include:

- administration of first aid
- contacting emergency services or medical professionals
- contact and communication with families including injury notification forms
- maintaining adequate supervision
- managing the emotional wellbeing of all children and educators
- serious incident and any other notification requirements
- reviewing and evaluating procedures after an incident as part of the quality
- Improvement process.

The Approved Provider is responsible for:

- Providing a portable first aid kit that can be taken offsite for excursions and other activities.
- 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.
- Ensuring the regulatory authority is notified of any serious incident, injury or trauma (refer to *Incident, Injury, Trauma and Illness Policy*).

With regard to the provision of first aid, the staff will:

- Ensure an appropriate number of first aid Kits will be kept for the number of children at the services. Records of accidents may be used to help identify suitable locations.
- Outsource to St James to provide and maintain appropriate first aid equipment as applicable to the worksite as detailed in the list of First Aid kit contents in the designated First Aid training support kit and 'Staying Healthy In Child Care'. The Nominated Supervisor/ Director will ensure that adequate funds are allocated to ensure that First Aid supplies are maintained.
- Provide access to ACECQA approved First Aid training courses for staff members. It is important to check the qualification codes of courses before booking training as some cover all three required elements: first aid; anaphylaxis management training; and emergency asthma management training, whilst other qualifications only cover individual elements, for example emergency asthma management training only.

At all times and at any place that children are being educated and cared for by the service, the following person(s) must be in attendance and immediately available in an emergency:

- at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification, and
- at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training, and at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.
- The same person may hold one or more of these qualifications. If the approved service is operating on a school site (for example, a government kindergarten or preschool), the requirements for regulation 136(2) can be met if one or more staff members of the school holding the relevant qualifications are in attendance at the school site and immediately available during the emergency.

- Rostrevor Kindergarten should consider how it will meet this requirement during all parts of the day, including breaks, and have contingency plans in place for an educator on leave.
- A list of approved first aid qualifications is published on the ACECQA website (www.acecqa.gov.au).
- Ensure that qualified first aid staff are available to assist injured or ill persons at the Centre and that at least one person trained in ACECQA recognised First Aid is at the Centre at all times.
- Ensure all accidents that occur at the Centre are recorded. List the steps in that procedure here, Educators are responsible for:
 1. Ensuring that parents are notified immediately and no more than 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the *Incident, Injury, Trauma and Illness Record*. See list on Policy for required information.
 2. Any child who has a bump to the head will have their parents notified by phone that day. This will be recorded in the Record.
 2. Ensuring parents sign the Incident, Injury, Trauma and Illness Record (child's name will be highlighted on the attendance list if a signature is required).
- Maintain a record of staff who have current First Aid qualifications, noting the expiration dates. This record is to be kept with staff files.

LOCATION OF FIRST AID KITS: First Aid Cupboard under the sign in sheet.

Parents/guardians are responsible for:

- Providing the required information for the service's medication record (refer to Definitions).
- 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.

Volunteers and students are responsible for following this policy and its procedures while at the service.

CREATED: March 2019

REVIEWED:

TO BE REVIEWED: May 2020

ACECQA National Quality Framework <http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations>

ACECQA approved list of qualifications at: www.acecqa.gov.au/Qualifications.aspx.

Staying Healthy In Child Care (Current edition)

St John First Aid Re-Stocking a Kit. <http://www.stjohnact.com.au/index.php/first-aid-kits/restocking-a-kit>

ASSOCIATED POLICIES:

Incident, Injury, Trauma and Illness Policy.

Medical Conditions Policy

Enrolment Policy/Form with written consent.