



First Aid Policy

Aim:

- To ensure a safe & healthy environment for the children, staff, parents/ caregivers & other people within the community that attend our centre.
- To respond to accidents & incidents promptly with appropriate first aid treatment.

Legislative requirements / Sources:
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Regulations

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 records
89	First Aid Kits
136	First Aid qualifications

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

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

Sources:

NSW Work Health and Safety Act 2011
 NSW Work Health and Safety Regulation 2017

Implementation:

Professional development of staff and educators

The Approved Provider will ensure:

- That funds are allocated to the annual budget for staff training in first aid, anaphylaxis and asthma. MCEEC will pay up to \$120 per approved first aid course
- That all educators are supported to ensure they hold current first aid qualifications (HLTAID012)
- That all educators have undertaken current approved anaphylaxis and asthma management training

The Nominated Supervisor will:

- Ensure that educators have a recognised and up to date first aid qualifications
- Ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid
- Keep records of staff first aid, asthma and anaphylaxis training
- Collaborate and consult with educators to develop and implement a risk assessment and management plan when needed
- Ensure the list of displayed first aiders is up to date

Educators and staff will:

- Organise their own first aid training BEFORE their current certificate expires
- Ensure their first aid training is approved and current

First aid supplies

The Approved Provider will:

- Ensure the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for

The Nominated Supervisor will:

- The Nominated Supervisor is responsible for maintaining the first aid kit, according to the Department of Education and Care Services National Regulations 2011. This is completed as part of the monthly jobs. The person in charge talks with Nominated Supervisor about what needs re-stocking and replacing, and the Nominated Supervisor places an order.
- Ensure adequate first aid supplies are available for centre first aid kits
- Ensure first aid kits are readily accessible to staff but **inaccessible** to children

- Ensure first aid kits are carried on all excursions

Educators and staff will:

- Ensure each first aid kit is suitably equipped and regularly restocked
- Discard and replace out of date stock
- Ensure first aid kits are carried on all excursions
- Ensure room first aid kits are checked, restocked and documented each month
- Ensure first aid kits are readily accessible to staff but **inaccessible** to children

Documentation and record keeping

The Approved Provider will:

- Ensure Incident/Injury/Trauma & Illness records are stored confidentially for the required period as dictated by regulations and legal obligations

The Nominated Supervisor will:

- Evaluate Incident/Injury/Trauma & Illness records at the end of each month and provide a summary for staff and management committee including details of any follow up actions that need to be taken
- Ensure that a copy of the accident/illness report is available to families within 24 hours of the accident/illness occurring or at the earliest convenience

Educators and staff will:

- Complete incident/injury/trauma and illness records in relation to incidents
- Submit completed form to the Nominated Supervisor for signing and collating for the end of the month
- Ensure that a copy of the accident/illness report is available to families within 24 hours of the accident/illness occurring or at the earliest convenience

See Children's Accident Procedures

Review:

This policy is the intellectual property of Maryland Care & Early Education Centre and is created with consultation of staff and families attending the service. This policy will be reviewed every year. This policy is available in other languages upon request.

Last Review: September 2023

Next Review: September 2024