



## Administration of First Aid Policy

First aid is the emergency aid or treatment given to persons with an illness, injury or medical condition 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.

Saints Academy is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

### **Aim:**

We will ensure:

- the Nominated Supervisor holds a first aid qualification approved by ACECQA, with all staff encouraged to also seek first aid qualifications.
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification;
- all incidents will be documented and stored according to regulatory requirements; and
- a risk management approach to health and safety shall be adopted.

### **Implementation:**

#### **Professional development of staff and educators**

##### **The service will:**

- ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a staff register;
- collaborate and consult with staff and educators to develop and implement a risk assessment and management plan; and
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

#### **Hazard identification and risk assessment**

##### **The service will:**

- guide staff in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- introduce preventive measures to eliminate the risk, or control measures to minimise the risk;
- review and analyse accident, injury, incident and 'near miss' data by use of a log;
- ensure emergency numbers are displayed near all phones, map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury.

#### **Administration of first aid to children, families, staff and visitors to the centre**

##### **The service will:**



- ensure that there is always at least one first aid qualified educator on the premises at all times.
- ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used;
- review and sign off on all documentation when first aid has been administered;
- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

#### In general:

- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider;
- in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness;
- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident; and
- the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian as soon as practicable but not later than 24 hours after the occurrence.

#### **First aid supplies**

##### **The service will:**

- ensure the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;
- the first aid kits are suitably equipped, easily accessible and recognisable;
- first aid kits are carried on field excursions;
- staff will regularly monitor supplies and update stock as required;
- discard and replace out of date stock.

#### **Documentation and record keeping**

##### **Educators and staff will:**

- complete an incident, injury, trauma and illness record for all incidents/injuries/trauma/illnesses occurring at the centre;
- ensure that a copy of the accident/incident report will be made available for parents/guardians on request;
- ensure records are confidentially stored for the specified period of time as required by the regulations.

#### **Managing serious incidents**

##### **The Approved Provider/Nominated Supervisor will ensure:**

- any serious incident occurring at the centre will be documented on a SI01 Notification of Serious Incident form and reported to the Department of Education & Communities within 24 hours;
- a copy of the incident report will be provided to the family as soon as possible;
- educators and staff are aware of the procedures around managing serious incidents;
- notify parents of any serious incident;
- arrange for medical intervention if required.



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# SPCC Saints Academy

ACN 002 919 584

Administered by St. Philip's Christian Education Foundation Ltd.

## **Educators and staff will:**

- manage serious incidents as per this policy;
- notify the Nominated Supervisor immediately after the serious incident has occurred.

*This policy links to the following;*

*Education and Care Service National Regulations 2021: 12,87, 89*

*National Law: s174*

*Other: My Time, Our Place Framework, ACECQA FAQ's*