

3.3 (d) First Aid Policy

Policy number: 3.3 (d)
Date last reviewed: March 2023
Reviewed by: Child Care Team

This policy relates to	
National Quality Standards Early Childhood Education & Care	2.1.2, 2.2.2, 2.2.3, 7.1.2, 7.1.3

Purpose

First aid is administered to preserve life or prevent a condition from worsening.

Educators' conditions and responsibilities are clearly stated to ensure new and existing educators are fully aware of their responsibilities

Policy

Responsibilities

Educators are responsible to always maintain a current Senior First Aid Certificate and Certificate of CPR, anaphylaxis and asthma. Under the Education and Care Services National Regulation 2011, the certificate must not expire and the time that has passed since the person last completed the training must not be more than:

- 3 years for training leading to a senior first aid certificate; or
- 1 year for training leading to a certificate in the area of CPR;
- 3 years of training in Anaphylaxis and Asthma.

It is the educator's responsibility to maintain current certificates at all times and ensure that the service always has a certified copy of the current certificate. Educators will not be able to work if certificates expire until renewed and evidence is provided to the service. Original email certificates from the RTO can be accepted as original documents.

All certificates must be completed through an approved training organisation as listed on the approved ACECQA website (www.acecqa.gov.au).

Administration of First Aid

As educators are generally operating alone in their service, they are required to be confident and competent in administering first aid as required. The educator will be viewed as the 'first responder' to incidents involving children enrolled in their service. This means that the educator's overall aim should be to **preserve life**. In addition, the educator is aiming to prevent the worsening of the patient's condition and to promote recovery.

If providing first aid to a child or adult, Educators/staff should always act respectfully.

If first aid is a result of an incident or injury occurring at the service or venue an incident form will need to be completed – Refer Incidents Illness, Injury and Trauma Policy 7.1.

If first aid is occurring in a situation where a person is at risk of harm or abuse, a reporting process will need to occur – Refer Child Protection Policy 7.3(a),(b),(c)

Always consider if an ambulance is required as the priority. In the case of an incident where it is a child, first aid that is reasonable and respectful can occur by a first aid provider without permission – if the parent is present then permission needs to be sought from the parent.

First aid to any adult, permission must be requested first – if refused, call 000 for an ambulance and continue to support the person.

Educators are expected to continue administering first aid until medical professionals arrive, or as long as it is safe to do so. The responsibility of the educator is to provide care only to the level of their first aid training. Educators are not expected to perform medical duties that are above their training. In the administration of first aid, the educator is also expected to ensure that no other child in their care is placed at risk.

First Aid Kits

Each educator should have a first aid kit, which it is recommended to contain:

▪ Safety pins	▪ Sterile combine dressings (assorted sizes)
▪ Resuscitation mask (optional)	▪ Liquid soap / hand sanitizer
▪ Plastic adhesive strips	▪ Square gauze swabs
▪ Eye irrigation (optional)*	▪ Non-glass thermometer
▪ Roll of non-allergenic tape	▪ Wound dressings
▪ Antiseptic cream*	▪ Plastic zip-lock bags
▪ Sterile eye pads (optional)	▪ 1 pair stainless steel medical scissors
▪ Wound closure steri-strip (optional)	▪ Pencil and notepad
▪ Triangular bandages	▪ Tweezers
▪ Saline sachet (optional)	▪ First aid booklet
▪ Crepe bandage	▪ Latex gloves

<ul style="list-style-type: none"> ▪ Alcohol swabs (optional)* 	<ul style="list-style-type: none"> ▪ Emergency numbers
<ul style="list-style-type: none"> ▪ Instant cold pack and cloth 	<ul style="list-style-type: none"> ▪ Tooth-saver system (optional)
<ul style="list-style-type: none"> ▪ Conforming cotton bandages (assorted sizes) (optional) 	<ul style="list-style-type: none"> ▪ Non-adhesive dressings (various sizes)

Contents in the kit must be inaccessible to children. A first aid kit must always be taken on outings and excursions away from the home.

*First aid kits need to be kept in good order with contents within due dates.

Associated Policies and Documents

Policies:

- Incident Reporting 7.1
- Child Protection 7.3 (a), (b), (c)
- Child & Youth Risk Management Strategy
- NQS:
- Health Practices and Procedures 2.1.2
- Incident & Emergency Management 2.2.2
- Child Protection 2.2.3
- Management Systems 7.1.2
- Roles & Responsibilities 7.1.3

Relevant Legislation

- National Law
- National Regulations 136
- National Quality Standard

<https://www.education.gov.au/child-care-provider-handbook-0>