



## **AIM**

Alstonville Nestle In Education and Care Centre is working toward all educators and staff to hold a current first aid qualification. 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.

## **EXPLANATION**

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.

Our centre 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.

## **IMPLEMENTATIO**

### **STAFF AND QUALIFICATIONS**

- All Diploma trained staff and higher will hold a current first aid certificate.
- All Cert III trained staff will be encouraged to keep their current first aid certificate (that they completed in their training) current and updated.
- All Educators will hold a current first aid qualification.
- There will always be at least one first aid qualified educator on the premises at all times.
- All Educators will be trained in anaphylaxis and asthma management training.

### **The Nominated Supervisor 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

February 2012 1  
March 2013  
March 2014  
May 2015  
October 2016

To be reviewed October 2017

maintained in a staff register.

- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.
- Review and analyse accident, injury, incident data to provide a child safe environment.

#### ADMINISTRATION OF FIRST AID

**The Nominated Supervisor or Responsible Person on Duty will:**

- 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.

Educators and Staff will:

- ensure 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
- 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.

#### FIRST AID SUPPLIES

- Our centre has stocked first aid kits available to cater for the number of children and staff at the centre.
- The kits are equipped, easily accessible and recognizable.
- First aid supplies are taken on excursions.
- Educators will regularly monitor supplies and update stock as required
- Out of date stock will be disposed of and replaced.

#### DOCUMENTATION

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 which will be kept in the sign-in/our book.
- In the event of a serious incident occurring at the centre will be documented on a SIO1 Notification of serious incident form and reported to the Department of Education & Communities within 24 hours.
- Parents will be notified of any serious incident.
- After the parent has signed the report, reports will be recorded in a register and stored in the child's confidential personnel file.
- Periodically the register will be analysed for risk assessment.

## **SELF ASSESSMENT**

February 2012 2  
March 2013  
March 2014  
May 2015  
October 2016

To be reviewed October 2017

- Regular analysis of reports to identify any risks that may be eliminated within our environment to minimize the chances of accidents and incidents.
- Regular review of first aid supplies to ensure validity and use for.

## **SOURCE**

Education and Care Services National Law Act 2010  
Education and Care Services National Regulation 2011  
OHS Regulations 2004  
Community Childcare Sample First Aid Policy

## **REVIEW**

Annually - To be reviewed October 2017