



First Aid Policy

Introduction:

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.

Maryland Care & Early Education 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. Our educators and staff are aware of their duty of care to children, families, other staff and visitors in providing appropriate first aid treatment

Aim:

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

Legislative requirements / Sources:

National Quality Standard area 2.1.4
Education and Care Service National Regulations- 85, 86, 87, 89, 122, 136, 245
NSW Occupational Health & Safety Act 2000
Occupational Health & Safety Regulations 2001
St John's Ambulance
Australian Red Cross

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 \$105 per approved first aid course
- That all educators are supported to ensure they hold current first aid qualifications
- That all educators have undertaken current approved anaphylaxis and asthma management training

The Nominated Supervisor will:

- Ensure that educators have recognised 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 staff educators to develop and implement a risk assessment and management plan
- 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

Hazard identification and risk assessment

The Approved Provider will:

- Provide a child safe environment

The Nominated Supervisor 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 preventative or control measures to eliminate the risk

- Review and analyse accident, injury, incident or 'near miss' data
- Collaborate with staff and educators to develop a first aid plan for the service (i.e. Identification of first aid qualified staff, contact details of emergency services and other emergency contacts and response procedures following an illness or incident)

Educators and staff will:

- Regularly undertake risk assessments in the environment in order to plan safe experiences for children

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:

- Ensure adequate first aid supplies are available for centre first aid kits
- Ensure first aid kits are readily accessible 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 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

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: April 2016

Next Review: April 2017