



# First Aid Policy

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## BACKGROUND

Holy Family Catholic School Early Learning service has a responsibility to protect the safety and wellbeing of the children and staff who access the service. Educators will be employed with an approved first aid qualification.

## POLICY STATEMENT

Holy Family Catholic School Early Learning recognizes that a first aid response to children or adults suffering from physical, emotional, and psychological condition is a matter of priority and hence will act to ensure all possible assistance is rendered in accordance with state and national legislation. There will always be trained staff present. Holy Family Catholic School Early Learning will address the administration of this first aid policy by:

- Ensuring the service meets the Education and Care Services National Regulations.
- Ensuring that all Educators will have the current nationally approved first aid certificate.
- All first aid information is updated regarding first aid is held at the service
- Ensuring that educators employed at the service have and maintain appropriate qualifications in the delivery of first aid, and management of anaphylaxis and asthma.
- Ensuring that the first aid equipment held at the service meets the regulations and is restocked as required.
- Ensuring Safety Data Sheets are held at the service for all chemicals accessible at the service.

## HOW THE POLICY WILL BE IMPLEMENTED

### 1. General

- At all times, there will be educators on duty who hold a current approved first aid qualification (that includes current anaphylaxis and asthma management training).
- ACECQA will be advised within 24 business hours of any serious injury occurring within the service.
- The priority of the educator will be the administration of appropriate and prompt first aid as required, to ensure the safety and wellbeing of the children, educators, and staff at the service.
- In the event that a child is injured or falls ill during the session, the designated first aider will determine if the child is too unwell to remain at the service. The child will be removed to a quiet area if possible. If required, the family or their emergency contacts will be notified of the nature of the illness and for the child to be collected. The designated first aider will inform the child of the family's estimated time of arrival and will remain with the child until the family member arrives.
- In the event of a serious injury or illness, the designated first aider will provide first aid and, if necessary, arrange ambulance transport, as deemed necessary or as indicated in a child's care plan (e.g. for diabetes). Family will also be notified immediately.
- Staff have a duty of care to respond in accordance with First Aid Principles and Practices. This includes providing appropriate first aid care or seeking advice from emergency support when needed.
- It is the parent's responsibility to follow up medical care and seek advice from a health professional for non-emergency conditions. If a parent continues to be unavailable to collect

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his/her child when the child is unwell, and does not provide alternative emergency contact details, the service may consider making a notification to the Child Abuse Report Line as the child's wellbeing is at risk when it is an ongoing concern.

- In the event that a child needs treatment for a life threatening or serious injury, educators will contact emergency services.
- If child will need to be transported in an ambulance, Holy Family Catholic School has coverage.
- The educator will contact the family or emergency contacts and they are able to meet the child at the ambulance's destination. The educator will ensure that all medical information held at the service is provided to emergency services, record the destination and contact details of the ambulance and pass this information on to the family as soon as practicable.
- If the educator is unable to contact any of the emergency contacts for the child, or a family member or the child's emergency contacts are unable to immediately meet the child at the ambulance's destination, an educator will be required to travel in the ambulance to the hospital with the child, along with the child's enrolment and medical information that is held at the service.
- The travelling educator will continue to try to contact the emergency contacts until someone can be reached.
- The travelling educator will remain with the child until a family member or emergency contact arrives to support the child.
- Coordinator/Responsible Person at the service will contact an emergency educator to come to the service to ensure that required educator to child ratios are restored as soon as practicable. The Coordinator/Responsible Person will also notify the Regulatory Authority due to the ratios.
- The service will cover the cost of transport for the travelling educator to return to the service.
- Injured or unwell children will not be transported by staff using a personal vehicle, except when emergency services instruct the staff to transport a child to meet an ambulance.

### **First aid documentation**

- Minor incidents are to be documented on an Incident/illness/injury/trauma form.
- All injuries above the shoulders must be reported verbally and written. Educator will ring the caregivers to inform them of the injuries. The educator will have the Incident/illness/injury/trauma and accident record to be signed on arrival.
- The first aid kit is located in the Early Learning office.
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- In the event of an emergency that exceeds the supplies available at the service, the designated first aider may access the first aid supplies held in the first aid room in the school.

## **2. Roles and responsibilities**

- Holy Family Catholic School Office Manager will ensure that all first aid qualifications of educators are current; including anaphylaxis and asthma training with documentation is available in their personnel file. Annual CPR recertification will be organised.
- Educators will have a current HLTAID012 Provide First aid in Education and Care setting certificate and will be responsible for the administration of first aid whilst having contact with the children.
- Staff are also responsible for documenting all first aid given, that it is administered appropriately, and that families are made aware of any serious incident.
- In the event that the number of people requiring first aid exceeds the ability of the first aider, or is of a serious nature requiring the attention of two first aiders, a second educator will be required to assist with the administration of first aid.
- Ensures that the staff checks the contents of the first aid kits after each use to ensure sufficient supplies remain in the kits. The need for any additional supplies should be reported to the Coordinator.

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- The Coordinator will ensure:
  - first aid kits are checked each month to ensure supplies are within use-by dates.
  - the first aid kit, policies and procedures are kept current to industry standard
  - the current and accurate contact details for an appropriate hospital and other emergency contacts are readily available at all times.
  - information such as hotline phone numbers is kept in the Earlyn Learning office.

## REFERENCES:

- Quality Area 1 – Educational Program and Practice
- Quality Area 2 – Children’s health and safety
- Education and Care Services National Law Act (2010), S 165, S 167, S 168
- Education and Care Services National Regulations (2011), R 85, R 86, R 87, R 89, R 92, R 101, R 136, R 168, R 176

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