

## WCS Children's Services

### Administration of First Aid Policy and Procedure

#### Rationale

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First Aid can save lives and prevent minor injuries and illnesses from becoming major. WCS OSHC Services are committed to providing a safe environment. Educators recognise their duty of care and look to reduce the incidences of accidents and injuries to children, staff and visitors.

#### Aim

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To ensure the administration of first aid to all children, educators, families and visitors involved in accidents and incidents whilst at the Service is done according to guidelines and recommended practices.

#### Strategies

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- The Nominated Supervisor/Responsible Person and senior educators hold current recognised:
  - First Aid qualifications;
  - Emergency asthma management training;
  - Anaphylaxis management training; and
  - CPR training.
- At least one First Aid qualified educator is on the premises at all times.
- The designated First Aid Officer will have their picture displayed.
- First Aid kits are clearly marked and easily accessible.
- First Aid kits are checked to ensure they are up-to-date and fully equipped at least once every school term, and before the start of each school holiday program. Additional supplies are added as needed. First Aid trained educators must inform the Responsible Person when they use items from the kit or if items are running low.
- A transportable First Aid kit is available and equipped for excursions and other activities.
- Children with allergies, asthma, anaphylaxis and other medical conditions are identified and Action Plans are displayed.
- Asthma and Anaphylaxis treatment charts are displayed.
- Children's medication (Ventolin, EpiPens etc.) are easily located and educators are aware of the location of these.
- Educators conduct indoor and outdoor safety checks on a daily basis. These are recorded.

- Educators will eliminate or minimise risks and hazards as far as is reasonably practicable, by removing hazards or making unsafe areas out of bounds.
- The staff/child ratio will be maintained at 1:11 in program and during excursions and 1:5 for high risk excursions such as swimming.
- Educators are offered support and debriefing subsequent to a serious incident.

## Procedure

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Where an accident or injury has occurred the following will take place:

- Administration of first aid will be done in accordance with First Aid training and undertaken by a qualified First Aid Officer.
- If necessary, in the interest of avoiding delay of treatment, First Aid will be administered by the person who has witnessed the incident/injury/illness.
- The Responsible Person, if not the First Aid Officer, will be notified of the nature of the incident.
- The Responsible Person or First Aid Officer will notify the family where First Aid is administered to a child. Families must be notified immediately of head injuries.
- The person administering First Aid completes the injury/incident form and passes on to the Responsible Person to be signed by the family.
- If the child requires medical attention, notification must be made to ACECQA within 24 hours, as well as to WCS management.
- Records are stored confidentially for the specified period of time as required by regulations.

### Minor Cuts and Scratches

- Use a saline solution to clean the wound.
- Do not apply any creams.
- Cover wound with a band aid if needed.
- If necessary, contact the parent/guardian of the child.
- For further advice about injuries not requiring immediate medical attention, call Health Direct on 1800 022 222.

### Major Incidents Requiring Hospitalisation or Medical Treatment

- An educator with a current First Aid certificate will carry out immediate First Aid in accordance with training.
- When providing First Aid to a patient who is bleeding, the First Aider will:
  - Wear disposable gloves;
  - Cover any cuts or scratches on their own hands and arms;
- On assessment of the injury, the First Aid Officer will call the parent/guardian of the child to:

- Collect child for further medical treatment; or
- To notify the parent/guardian that an ambulance has been called.
- Dial 000 and call for an ambulance when medical treatment is required, or delegate this responsibility.
- The Responsible Person or Senior Educator will accompany the child to hospital in the ambulance and stay until a parent/guardian arrives. Children are not to be transported in a staff member's vehicle.
- WCS Management will be informed.
- An injury/incident form is to be completed by the person who witnessed the accident and/or the First Aid Officer.
- A notification must be made to ACECQA.
- The injury/incident form is forwarded to insurance.
- Educators are offered support and debriefing opportunities.

### Clean Up After Incidents

- Wear disposable gloves
- Wipe all surfaces which may have been contaminated with blood using a disinfectant solution.
- Place all contaminated waste in a plastic bag for disposal.
- Wash hands thoroughly with soap and water.

### Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First aid kits
	136	First aid qualifications
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record

QA	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
	6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

## Sources, further reading and useful websites

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- St John First Aid – Fact Sheets: <https://stjohn.org.au/first-aid-facts>

## Policy Review

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<b>Implementation Date:</b>	May 2007	<b>Review Date:</b>	October 2020
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Date	Sections and/or Paragraphs	Source	Details
2011/03	Review of document	ACT Child Care Services Standards 2009	Consultation with families
2018/10	Review of whole document	Education and Care Services National Regulations	Addition of detail to strategies and procedures

Approved by Susan Henderson, Manager, Children's Services.



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