



## First Aid

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Approved by board on: 5<sup>th</sup> September 2023  
Scheduled review date: 5<sup>th</sup> September 2025

### 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.

Our Preschool 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.

### Goals

We will ensure:

- At least one staff member and the nominated supervisor of the service holds a current approved first aid qualification;
- At least one staff member and the nominated supervisor of the service has undertaken current approved anaphylaxis management training;
- At least one staff member and the nominated supervisor of the service has undertaken current approved emergency asthma management training.
- It is endeavoured that all educators, including casual staff, hold a first aid qualification, asthma and anaphylaxis training (copies of approved qualifications will be stored in Staff Records)
- Ill or injured persons are stabilised and comforted until medical help intervenes
- Ill or injured persons are monitored in the recovery stage
- We apply further first aid strategies if the condition does not improve
- That the environment is safe and that other persons are not in danger of becoming ill or injured
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the Preschool 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; and
- a risk management approach to health and safety shall be adopted.

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## Policy

### *Professional development of staff and educators*

The Approved Provider will ensure:

- that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- that at least one staff member or one nominated supervisor of the service with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.
- Appoint a staff member to be the nominated first aid officer (usually the nominated supervisor and WHS team).
- Provide and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- Provide and maintain a portable first aid kit that can be taken off-site for excursions and other activities.
- Ensure that first aid training details are recorded on each staff member's record.
- Ensure safety signs showing the location of first aid kits are clearly displayed.
- Ensure there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.
- Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.
- Keep up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- Notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident. This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident.

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 maintained in a staff register;
- collaborate and consult with staff and educators to develop and implement a risk assessment and management plan.
- Provide and maintain an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- Provide and maintain a portable first aid kit that can be taken off-site for excursions and other activities.
- Ensure that first aid training details are recorded on each staff member's record.

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The Nominated First Aid Officer will:

- Maintaining a current approved first aid qualification.
- Monitoring the contents of all first aid kits and arranging with the approved provider for replacement of stock, including when the use-by date has been reached.
- Disposing of out-of-date materials appropriately.
- Ensuring a portable first aid kit is taken on all excursions and other off site activities.
- Keeping up to date with any changes in the procedures for the administration of first aid.

Educators will:

- Implement appropriate first aid procedures when necessary.
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required.
- Practice CPR and administration of an auto-injection device at least annually
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.
- Ensure that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record.
- Notify the nominated supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training.