

THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

First Aid Policy

Introduction

In everyday life there is a chance that accidents and injuries will occur in any setting. 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.

At the Cubbyhouse; with many children learning and developing new skills, and playing in a variety of settings with many other children, and many adults coming in and out of the service (staff and educators, parents/ families, visitors); we understand that accidents and injuries will occur from time to time.

Goals – What are we going to do?

The Cubbyhouse 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. Permanent educators will hold a first aid qualification and update this as required by legislation.

First aid will be administered according to guidelines and recommended practices, by a person with a first aid qualification, to any children, educators/ staff, families and visitors who are involved in accidents and incidents and require first aid whilst at the centre.

All incidents will be documented and stored according to regulatory requirements.

A risk management approach to health and safety shall be adopted.

Strategies – What are we going to do?

Professional development of staff and educators

The Approved Provider will:

- Endeavour to have all educators supported to ensure they hold current recognised first aid qualifications;
- Endeavour to have all educators have undertaken current approved anaphylaxis management training (from 1st January, 2013);
- Endeavour to have all educators have undertaken current approved emergency asthma management training (from 1st January, 2013); and
- Employee induction includes an induction to the first aid policy.

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 the staff training register;
- collaborate and consult with staff and educators to develop and implement a risk assessment and management plan; and
- ensure first aid guides and publications are accessible to staff at all times to assist them in



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their understanding and administration of first aid.

Hazard identification and risk assessment

The Approved Provider will:

- provide a child-safe environment.

The Nominated Supervisor will:

- guide staff in conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- introduce preventative measures to eliminate the risk, or control measures to minimise the risk;
- review and analyse accident, injury, incident and 'near miss' data; and
- 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, details of the nearest hospital or medical centre, location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury).

Educators and staff will:

- Partake in risk assessments in the environment in order to plan safe experiences for children.

Administration of first aid to children, families, staff and visitors to the centre

The Approved Provider will:

- ensure that there is always at least one first aid qualified educator on the premises at all times.

The Nominated Supervisor will:

- ensure that enrolment records for each child include a signed consent for the administration of first aid and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility.

In general:

- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider
- as per the first aid plan, and in the interests of avoiding delay of treatment, in the first instance, 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 as soon as practicable after the incident, but no later than 24hrs after the event;
- 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

The Approved Provider will ensure that:

- the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;



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- the first aid kits are suitably equipped, easily accessible and recognisable; and
- first aid kits are carried on excursions.

Educators and staff will:

- ensure a first aid kit checklist is kept in every first aid kit;
- staff and the “First Aid Officer” will regularly monitor supplies and update stock as required; and discard and replace out of date stock.
- First aid kits are to be checked bi annually by an outside company and replenished as necessary by qualified personnel
- Ensure all items are in stock in First Aid kits

Documentation and record keeping

Educators and staff will:

- complete an incident, injury, trauma and illness record for all incidents/ injuries/ trauma/ illnesses occurring at the centre;
- Update the accident/ illness register for each event; and
- ensure that a copy of the accident/incident report will be made available for parents/guardians.

The Approved Provider will:

- ensure records are confidentially stored for the specified period of time as required by the Regulation.

Managing serious incidents

The Approved Provider will ensure:

- any serious incident occurring at the centre will be documented on a SI01 Notification of serious incident form and reported to the NSW Early Childhood Education and Care Directorate or submitted through the NQA ITS website.
- a copy of the incident report will be provided to the family as soon as possible; and
- educators and staff are aware of the procedures around managing serious incidents.

The Nominated Supervisor or responsible person will:

- notify parents of any serious incident involving their child; and
- arrange for medical intervention if required.

Educators and staff will:

- manage serious incidents as per this policy; and
- Notify the Nominated Supervisor immediately after the serious incident has occurred
- arrange for medical intervention if required

Statutory Legislation and Considerations

Education and Care Services National Regulations

Regulations 77, 136

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

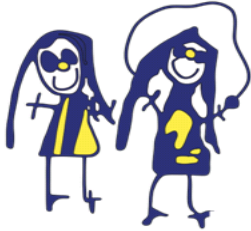
National Quality Standard:

QA2 – Children’s health and safety 2.1.4

Sources

First Aid Advice - <http://www.sja.org.uk/sja/first-aid-advice.aspx> (Accessed October 2015)

First Aid Policy – Data, Cubbyhouse Originals, Cubbyhouse Manuals, Policies



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First Aid Fact Sheets - <https://www.stjohnsa.com.au/how-we-help/public-access-resources/first-aid-fact-sheets> (Accessed October 2015)

Links to other policies

Acceptance and Refusal of Authorisation Policy
Anaphylaxis Policy
Arrival and Departure Policy
Child Protection Policy
Communication and Interactions with Families Policy
Confidentiality and Privacy Policy
Emergencies and Evacuations Policy
Enrolment and Orientation Policy
Excursions and Incursions Policy
Governance and Management Policy
Hygienic Practices Policy
Illness Policy
Immunisation Policy
Incidents, Injuries and Trauma Policy
Infectious Diseases Policy
Medical Condition Policy
Record Keeping and Retention Policy
Risk Management Policy
Supervision of Children Policy
Workplace Health and Safety Policy

Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)

Emergencies and Evacuations Procedure
Enrolment and Orientation Procedures
Illness, First Aid and Hygiene Procedures
Maintaining records
Medication Procedure
Staff Development Procedure
Staff Orientation Procedure
Student and Volunteer Orientation Procedure

Links to forms/ resources

Data, Cubbyhouse Originals, Forms

- ❖ Centre Forms
 - accident illness register
 - First Aid Kit Item Checklist
 - First Aid Risk Assessment
- ❖ children's forms
 - Medication Form
 - Ongoing Medication Form



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Incident Accident report Form

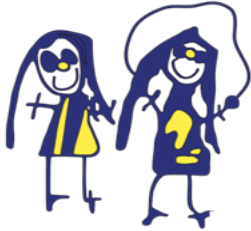
- ❖ Family Forms
- Cubbyhouse Enrolment Form HW
- ❖ staff forms
- Staff training registers

Data, Cubbyhouse Originals

- ❖ Resources
- Workplace health and safety folder

Reviewed March 2009

Reviewed and Modified November 2013, October 2014, March 2015, October 2015



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First Aid Plan - Kempsey

In case of accident:

The Nominated Supervisor or Responsible Person will ensure:

- ◆ In no circumstances should injured people be left unattended. Wait with them until the first aider arrives.
- ◆ Telephones for an ambulance if necessary
- ◆ Arranges for ambulance personnel to be directed to the injured person.
- ◆ Arranges for parents or next of kin to be contacted if necessary.

First Aid Personnel:

Brooke Mooney
Mary Fetterplace
Liz Nye
Cindy Witchard
Laura McIntosh

Kristan Hartup
Faralee Kelso
Jenny Morgan
Jessica Minnican

First Aid Kits are kept in:

Toddler Room
Kitchen
Outdoor area

First aid personnel will only provide treatment within their level of competence and training.

Any treatment beyond this level will be provided by the hospital.

Telephone Numbers:

Ambulance 000

Hospital 6562 6155 Emergency 000

Poisons Information: 131126



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First Aid Plan - Taree

In case of accident:

The Nominated Supervisor or Responsible Person will ensure:

- ◆ In no circumstances should injured people be left unattended. Wait with them until the first aider arrives.
- ◆ Telephones for an ambulance if necessary
- ◆ Arranges for ambulance personnel to be directed to the injured person.
- ◆ Arranges for parents or next of kin to be contacted if necessary.

First Aid Personnel:

Kristan Hartup
Jessica Rogers
Jenny Jones
Rachel Smedly

Janelle Neisler
Faralee Kelso
Vanessa Ogden

First Aid Kits are kept in: Garage
Big Room

First aid personnel will only provide treatment within their level of competence and training.

Any treatment beyond this level will be provided by the hospital.

Telephone Numbers:

Ambulance 000

Hospital 6592 9111 Emergency 6592 9240

Poisons Information: 131126