



POLICY:

2B.01

ADMINISTRATION of FIRST AID

1. Policy Objective:

For the Service to have competent, trained staff capable of administering basic first aid as needed.

2. Explanation:

All workplaces must provide access to First Aid facilities and have staff with current First Aid training. A First Aid Kit should be located in a central position, easily accessible by all groups within the Service.

3. Implementation:

3.1. The following processes will be followed:

- 3.1.1. Parent/guardian will sign approval for staff at the service to administer First Aid to their child, if needed. (see ENR.002 *Enrolment Form a-b*)
- 3.1.2. The Service Leader is to ensure that all key contact staff keep up to date with their First Aid, CPR training, and Emergency Asthma and Anaphylaxis training (see Policy 4.04) and this is to be recorded on the Staff Schedule.
- 3.1.3. The Service will have a sufficient number of suitable First Aid Kits within the service to meet the needs of children enrolled taking into consideration the size of the service and the different learning areas accessed by the children.
- 3.1.4. Any child requiring First Aid should be attended to by the first qualified staff member on the scene. If an unqualified staff member sees a need for First Aid treatment, he/she is to call for assistance, while remaining with the child/adult.
- 3.1.5. Any staff member giving First Aid will record details of all treatment given on the *Child Incident or Injury Form* (WHS.006). Parent/guardian to be informed at the time of the incident or as soon as practicable.
- 3.1.6. When staff accompany children on an excursion away from the service, a first aid kit must be taken. This may be in the form of a modified belt-bag
- 3.1.7. Staff who travel as part of their work must carry a Car First Aid Kit in their vehicle.

3.2. First Aid Kits

- 3.2.1. Each Service is to nominate at least one Senior First Aid Officer who will be responsible for ensuring that the First Aid kits are checked monthly and restocked as necessary. Any out of date stock or stock due to be replaced before the next monthly check, is to be discarded. Orders for new stock are to be placed with the Service Leader.
- 3.2.2. Each First Aid kit is to have a list of contents and an up-to-date inventory.
- 3.2.3. Each First Aid kit will be easily recognisable and accessible to adults.

Evaluation:

This policy will be reviewed and updated (if needed), at least every two years, by the Early Childhood Team, following input from all stakeholders.

Associated Documents:

All associated documents can be found in the Enrolment and Work Health and Safety sections of the QLECS Forms and Documents

Related Policies:

2B.10: Incident, Injury, Trauma and Death

4.04: First Aid and CPR

References:**Legislation:**

Education and Care Services National Law 2011

Education and Care Services National Regulations 2014 Regulation 89 and 168 (2) (a)

Work, Health and Safety Act 2011

Websites:

National Health and Medical Research Council

www.nhmrc.gov.au