



First Aid

Policy Statement

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.

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 - What are we going to do?

Castle Hill Pre-School Kindergarten Inc. will ensure:

- All educators, including casual staff, hold a first aid qualification;
- All children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification;
- These incidents will be documented and stored according to regulatory requirements; and
- A risk management approach to health and safety shall be adopted.

Strategies - How will it be done?

Professional development of staff and educators

The Approved Provider will ensure:

- That all educators and staff hold current recognised first aid qualifications;
- All educators and staff have undertaken current approved anaphylaxis management training
- All educators and staff have undertaken current approved emergency asthma management training.

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; and
- First aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

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

The Nominated Supervisor will:

- Ensure that enrolment records for each child include a signed consent form for the administration of first aid;



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- Review and sign off on all documentation when first aid has been administered; and
- The Nominated Supervisor/Responsible Person shall 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;
- The Nominated Supervisor/Responsible Person and families (where first aid is being administered to a child) will be notified of the nature of the incident/accident; and
- 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/guardian and Nominated Supervisor

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;
- The first aid kits are suitably equipped, easily accessible and recognisable.

Educators and staff will:

- Regularly monitor supplies and update stock as required; and
- Discard and replace out of date stock.

Policy Availability

The first aid policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

Review

Management and staff will monitor and review the effectiveness of the first aid policy regularly. Updated information will be incorporated as needed.

*Education and Care Services National Regulations 2011: 85, 86, 87, 89, 122, 136, 245
Link to National Quality Standard: 2.1.4
NSW Occupational Health and Safety Act 2000
Occupational Health and Safety Regulations 2001
CHPS Policy – Child Safe Environment, Work Health and Safety*