



Lonsdale Heights Preschool Administration of First Aid Policy

This policy is consistent with the requirements of:

- **SafeWork SA - First aid in the workplace: Code of Practice**
- **National Quality Standard and Regulations**
 - o **National Quality Standard 2.1**
 - o **Regulation 168, 85. 86, 87, 136, 161**
- **Department for Education – First Aid and Infection Control Standard**

Rationale

Lonsdale Heights Preschool is committed to providing a safe and healthy environment for all. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. Educators are aware of their duty of care to children families, staff and visitors in providing appropriate first aid treatment.

Purpose

We will ensure that:

- All educators, including casual staff, hold a relevant first aid qualification
- All children, staff, families and visitors who are involved in accidents 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
- All incidents will be documented and stored according to regulatory requirements
- A risk management approach to health and safety shall be adopted
- This policy is implemented in conjunction with the preschools **Incident, Injury, Trauma and Illness Policy** and **Infectious Diseases Policy**

As our preschool is located within the school site, all injuries and incidents will be treated by one of the First Aid Officers located on site in the Sick Bay.

How this will be achieved:

Professional Development of Staff and Educators

- all educators are supported to ensure they hold current recognised first aid qualifications (HLTA1004)
- employee induction includes an induction to the first aid policy
- skills and competencies of trained first aiders are maintained and skills are kept up to date
- collaborative and consultation with staff and educators to develop and implement a risk assessment and management plan
- first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid
- all educators are made aware of who First Aid Officers on site are

Hazard identification and Risk Assessment

- educators will provide a child-safe environment
- educators will be guided in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify potential causes in order to plan safe experiences for children
- preventative measures will be in place to eliminate the risk, or control measures to minimise such risk
- educators will review and analyse accident, injury, and incident data
- educators will collaborate with the First Aid Officers on site to develop a first aid plan for the service that includes: contact details of emergency services and other emergency contacts, details of the nearest hospital or medical centre, site map identifying location of first aid kits at the service, first aid contents checklist, response procedure following an incidence of illness or injury



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

- ensure that there is always one first aid qualified educator on the premises at all times
- ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used
- educator administering first aid to review and sign off on all documentation when first aid has been administered and pass to the responsible person (teacher) for verification and signing by parent or guardian
- educators are made aware to dial 000, and call for an ambulance when emergency medical treatment is required or delegate this responsibility
- administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider

First aid procedures for a child transported to hospital

- educator calls for First Aider to attend the preschool
- first aid administered to the injured child
- educators to supervise remaining children (including removal of children to another area in extreme circumstances)
- First Aider to delegate an educator to call 000 and then parents/caregivers
- Teacher in charge to assess and designate educators and staff accordingly
- Enrolment form to accompany the child in the ambulance if unaccompanied by the parent/caregiver
- Educator to accompany the child if unaccompanied by parent/guardian where possible
- First Aider is responsible for handing over the child to the ambulance

First aid supplies

- The whole school site 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 kit is checked termly using the Whole Site First Aid Box Checklist to ensure they are fully stocked, and that all medications are within the expiry date
- First aid kits are suitably equipped, easily accessible and recognisable
- First aid kits are carried on all excursions by the teacher in charge
- Teacher will ensure a first aid box checklist is kept in every first aid kit
- Teacher will ensure a cold pack is kept in the freezer for the treatment of bruises and sprains
- Out of date stock will be discarded and replaced

Documentation and record keeping

- First Aiders will complete an incident, injury, trauma and illness record for all incidents, injuries, traumas and illnesses that occur at the preschool
- A copy of the incident, injury and illness report will be sent home to parents/guardians on the day of incident (if and when possible).
- All records are confidentially stored for the specific period of time as required by the Regulations

Managing serious incidents

- Any serious incident occurring at the preschool will be documented on a ED155 Injury Form and reported to the Regulatory Authority via IRMS within 12 hours
- A copy of the incident report will be provided to the family as soon as possible
- Educators and staff are aware of the procedures around managing serious incidents
- Parents will be notified of any serious incident
- First Aider will arrange for medical intervention if required
- Teacher will alert the Nominated Supervisor (Principal) immediately after the serious incident has occurred

Sources:

SafeWork SA - First aid in the workplace: Code of Practice

Updated: 5/12/2022

Date for next Review: 2023

Approved by: Governing Council

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