

### ADMINISTERING FIRST AID

While all Gowrie NSW employees are committed to promoting the health, safety and wellbeing of all children, families, educators, staff and visitors, it is understood that from time to time an injury or medical emergency may be experienced. In the event that an adult or child is injured or experiences a medical emergency, it is essential that there are procedures in place, and personnel and equipment available, to ensure that first aid is administered effectively.

#### Responsibilities of Gowrie NSW Education and Care Centres

Under the Education and Care Services National Regulation 2011, Centres must comply with:

- Regulation 89;
- Regulation 136;
- Regulation 168;
- Regulation 176;

Under the National Quality Standards, Centres must meet:

- Standard 2.1
  - *Element 2.1.2*
- Standard 2.2
  - *Element 2.2.2*

*This policy and procedures have been developed to:*

- Clearly describe the procedures that Gowrie NSW and its employees will implement to administer first aid effectively,
- Provide information for families and other stakeholders about the procedures that are used in Gowrie NSW centres to administer first aid effectively.

Procedures	
<p><i>In relation to first aid qualifications and managing medical emergencies training</i></p>	<ul style="list-style-type: none"> <li>▪ Ensure that there is always at least one person present and immediately available who:               <ul style="list-style-type: none"> <li>– Holds a current approved first aid qualification.</li> <li>– Has undertaken current approved anaphylaxis management training.</li> <li>– Has undertaken current approved emergency asthma management training.</li> </ul> </li> <li>▪ Keep a current record of the first aid and medical emergency training qualifications/competencies of all employees.</li> </ul>
<p><i>In relation to first aid kits</i></p>	<ul style="list-style-type: none"> <li>▪ There are clearly recognisable first aid kits available that are easily accessible to adults,</li> <li>▪ First aid kits are inaccessible to children,</li> <li>▪ First aid kits are adequately stocked,</li> <li>▪ First aid kits are regularly inventoried to check stock levels and to ensure that the contents have not expired,</li> <li>▪ First aid kits are readily available when children leave the premise for excursions or for practice and real emergency evacuations.</li> </ul>
<p><i>In relation to responding to injuries</i></p>	<ul style="list-style-type: none"> <li>▪ Respond immediately to an injury or medical emergency by seeking the immediate attendance of an educator who holds a current approved first aid qualification,</li> <li>▪ Call an ambulance if required,</li> <li>▪ Ensure that all children are adequately supervised during the treatment of an injury or management of a medical emergency. Ensure their exposure to the management of the injury or medical emergency is minimised as far as possible,</li> <li>▪ Ensure that any potential danger to children and/or adults is assessed and either remove the danger, or secure the dangerous area to prevent children’s access to it,</li> <li>▪ Develop specific plans written plans to manage an emergency that may be likely to affect individuals (for example, the management of an asthma attack, anaphylactic reaction or epileptic fit),</li> <li>▪ The person/s implementing the first aid procedures will:               <ul style="list-style-type: none"> <li>– Follow first aid procedures for managing the casualty’s injuries or symptoms.</li> <li>– Comfort the casualty.</li> <li>– Direct other adults to assist in the administration of first aid and in communication with emergency services and parents/emergency contacts as required.</li> <li>– Follow the Gowrie NSW NSW policies and procedures for: the ‘Administration of Medication’, ‘Dealing with Medical Conditions’ and ‘Managing Incidents, Injury, Trauma and Illness’.</li> </ul> </li> </ul>
<p><i>In relation to keeping records and making notifications of the administration of first aid</i></p>	<ul style="list-style-type: none"> <li>▪ Notify a child’s parent/s, or emergency contact, as soon as possible if a child has suffered a significant injury or medical emergency and/or has been taken to hospital.</li> <li>▪ Complete an ‘Incident, Injury, Trauma and Illness’ record to include the following:               <ul style="list-style-type: none"> <li>– The full name and Date of birth the child</li> <li>– The circumstances leading to the injury or medical emergency</li> <li>– The time and date the injury was received or the medical emergency occurred</li> <li>– Details of any medication administered and first aid provided</li> <li>– Details of any medical personnel contacted</li> <li>– Details of any person who witnessed the injury or medical emergency</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>— The full name of any person the education and care service notified or attempted to notify</li> <li>— The time and date of the notifications or attempted notifications</li> <li>— The full name and signature of the person making an entry in the record, and the time and date that the entry was made.</li> <li>▪ Notify a child’s parent/s or the person authorised to collect the child of any minor injuries a child has received that required first aid upon collection of the child.</li> <li>▪ Ask a parent/person authorised to sign the record. A copy of the record can be made for the parent if requested.</li> <li>▪ Notify your Gowrie NSW General Manager as soon as practical about any serious incidents which require medical attention and notification to the Regulatory Authority.</li> <li>▪ A representative of Gowrie NSW will submit a notification to the Regulatory Authority within 24 hours (NSW Department of Education and Communities) of any serious incident involving a child where the attention of a registered medical practitioner was sought, or ought reasonably to have been sought, or the child attended, or ought reasonably to have attended, a hospital.</li> </ul>
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### Related legislation/standards

- Education and Care Services National Regulations 2011
- Education and Care Services National Law Act, 2010, (Cwlth)
- National Quality Framework
- National Quality Standard

### Related Gowrie NSW policies and procedures

- Dealing with Infectious Diseases
- Cleaning and Hygiene
- Administration of Medication
- Dealing with Medical Conditions
- Managing Incidents, Injury Trauma and Illness

### References

- Australian Children's Education and Care Quality Authority. (2011). Guide to the National Quality Standard. Retrieved August 2, 2012, from: <http://www.acecqa.gov.au/storage/3%20-%20Guide%20to%20the%20National%20Quality%20Standard%20FINAL.pdf>
- St John Ambulance Australia: [www.stjohn.org.au](http://www.stjohn.org.au)
- The Ministerial Council for Education, Early Childhood Development and Youth Affairs. (2011). Education and Care Services National Regulations. August 2, 2012, from: <http://www.legislation.nsw.gov.au/sessionview/sessional/subordleg/2011-653.pdf>
- Australian Children's Education and Care Quality Authority. (2011). Guide to the National Quality Standard. Retrieved January 11, 2017, from: [http://files.acecqa.gov.au/files/ApplicationForm/ServiceApprovalForm/SI01\\_NotificationOfSeriousIncident.pdf](http://files.acecqa.gov.au/files/ApplicationForm/ServiceApprovalForm/SI01_NotificationOfSeriousIncident.pdf)