

ADMINISTRATION OF FIRST AID POLICY

WHY?

Thrive Group Tasmania has a duty of care to ensure children utilising the service are provided with a safe and healthy environment. In exercising this duty of care, Thrive promotes and practices a proactive risk management approach.

Whilst Thrive is a low risk environment, this does not mean it is a 'no risk' environment. Accordingly, Thrive recognises there will be occasions when accidents and emergencies occur, which will necessitate the administration of first aid.

It is therefore critical that all personnel working within our services have current first aid knowledge and understanding, as this is paramount in: preserving a child's or other person's life; preventing further injury and ensuring an ill or injured child is stabilised and comforted; and this will also promote recovery.

WHO?

This policy applies to families, staff and Educators enrolled with or working in the following Thrive Children's Services:

- Early Learning Services
- Outside School Hours Care Services
- Family Day Care Services

WHAT?

For the purpose of this Policy, first aid is defined as the provision of initial care for an illness or injury. First aid is performed until the injury or illness is satisfactorily dealt with or until the next level of care (i.e. medical aid) arrives.

Administration of first aid involves staff/Educators:

- Holding the appropriate and current first aid qualifications
- Responding in accordance with first aid requirements
- Having access to the necessary first aid equipment
- Following all notifications and reporting requirements

HOW?

Please refer to the Administration of First Aid Procedures (following this Policy).

WHEN?

Staff/Educators administer first aid **immediately** when they recognise an emergency due to a child suffering an injury or illness.

The staff member/Educator must seek medical aid **immediately** after they assess the situation and determine that more than an initial first aid response is needed.

The staff member/Educator must advise the parent(s) at the earliest opportunity of an emergency requiring administration of first aid. If the incident is minor in nature, notification can occur at the time of the child's collection from care.

The staff member/Educator must advise the Centre Leader or Person with Management and Control at the earliest opportunity of all situations that require more than administration of first aid.

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The staff member/Educator is to document the situation requiring administration of first aid within twenty-four hours of the incident or injury occurring.

The staff member/Educator must show the report to the parent(s) as soon as possible, allow them to read the document and then ask them to sign the report. The parent(s) should also be provided with a copy of the report.

The staff member/Educator must submit the report to the relevant Person with Management and Control within twenty-four hours of a serious incident occurring or where there are visible signs of injury i.e. bruising, swelling etc.

All staff/Educators must update their first aid qualifications at least every three years and CPR must be updated annually.

Thrive will provide families, staff and Educators with a copy of this policy to ensure they are aware of their responsibilities and obligations.

Thrive retains the sole discretion to reasonably vary, terminate or replace this policy from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.

All persons covered under the paragraph 'Who' who breach this policy may be subject to the appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons in the workplace).

POLICY VERSION & REVISION INFORMATION:

Policy Authorised by: General Manager
Review Date/s:
Review Date version.As required by the GM or as legislation changes

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NOTE: The digital version of this document is the most current version. Printed versions cannot be relied upon for accuracy and are always superseded by a digital copy.

ADMINISTRATION OF FIRST AID PROCEDURE

HOW?

1. Qualifications/Training

All Family Day Care Educators must maintain a current first aid qualification (see Appendix A), emergency asthma management qualification (see Appendix B) and anaphylaxis management qualification (see Appendix C).

These qualifications apply equally to Family Day Care Assistants and Relief Educators.

Centre Based services must have an appropriate number of staff with the above first aid qualifications to ensure there is at least one qualified person on site at all times.

Thrive actively encourages **all** Centre Staff to hold first aid qualifications as a means of maximising children's safety and as a proactive work, health and safety measure.

These qualifications must be updated by Family Day Care Educators and Centre Staff at least every three years and CPR must be updated annually.

Staff/Educators must provide their service or Thrive with a current copy of their first aid qualification.

2. Induction of Personnel

All new Centre Based Staff will be provided with first aid information as part of their induction training. This will include information pertaining to the location of first aid equipment, names of other staff who are trained to administer first aid and the procedures to follow when first aid is required.

3. First Aid Responses

- Remain calm
- Assess the situation – the nature of the injury or illness, as well as the level of severity

In the event of a minor accident or injury e.g. small cut, minor bruises or blister:

- Attend to the injured/ill child and apply the appropriate first aid
- Contact the child's parent(s) by phone or advise the parent(s)/guardian of the incident on arrival to collect their child
- Record details of the incident and treatment given, on the Incident, Injury, Trauma and Illness Record
- Obtain parent(s) signature confirming knowledge of the incident
- Where there are visible signs of injury evident i.e. swelling, bruising, the staff member/Educator must submit a report to Thrive within twenty-four hours.

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In the event of a major accident/injury requiring more than first aid treatment i.e. severe bleeding, suspected breaks/fractures, head injury and/or any time the incident requires more than one person to handle it or if professional medical attention is needed:

- Call the Ambulance on 000
- Maintain first aid and CPR as appropriate until the ambulance arrives
- Care staff member/Family Day Care Educator or the relevant Person with day-to-day Charge will contact the parent(s)/guardian to notify them that the child is on the way to hospital in an ambulance and for the parent(s)/guardian to meet the child at the hospital (give name of hospital)
- A Centre Staff member may accompany the child leaving the service via ambulance, if appropriate
- In the case of Family Day Care, the Thrive staff member: will contact other parents and request collection of children at the earliest opportunity; will go directly to the Educator's home (where practicable) to offer support and assume responsibility for the remaining children
- Under no circumstances should staff/Educators/the service admit liability
- The Person with Management and Control or the Family Day Care Educator will complete an Incident, Injury, Trauma and Illness Record, detailing as much information as possible about the circumstances of the injury/illness or suspected death
- The report will be forwarded to the relevant Thrive Person with day-to-day Charge within twenty-four hours of the injury/illness or death
- The Thrive Person with Management and Control will then advise the Regulatory Authority – State Education and Care Unit, within twenty-four hours of the injury/illness or death and submit a 'Notification of Serious Incident' report
- Also refer to the Incident, Injury, Trauma and Illness Policy and Procedures.

In the event of an emergency relating to an individual child's medical condition i.e. asthma attack, diabetic episode or anaphylactic reaction:

- Put the child's individual Action Plan into immediate effect
- If medical attention is needed, follow the procedures as for a major accident or injury
- See also the Medical Conditions Procedure.

4. Emergency First Aid Equipment

Staff/Educators must ensure their first aid kit is:

- Suitably equipped and meets the recognised authority standards
- Immediately identifiable
- Readily accessible to adults
- Inaccessible to small children
- Inclusive of a list of kit contents
- Regularly checked to ensure it is fully stocked and does not contain any out of date items
- Taken on all excursions (i.e. the portable type) and in an emergency evacuation situation.

Thrive recommends Centre Based Services also include a First Aid Register which is to be completed on each occasion when a first aid item is used. See Appendix D.

5. Documentation

Staff/Educators must document situations requiring the administration of first aid on the Incident, Injury, Trauma and Illness Record.

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The report must include:

- The name and age of the child
- The circumstances leading up to the accident/injury or health related emergency
- The time and date of the accident, injury or health emergency
- The type of first aid provided
- Any medical personnel contacted
- Details of any witnesses to the accident or injury.

6. Preventative Measures

- Complete the daily safety checklist and identify any hazards
- Remove and/or repair any hazards immediately
- Staff/Educator to supervise every child in their care in an active and diligent way
- Staff/Educator to ensure they follow the documented daily management plan for individual children with medical conditions
- Ensure there is ready access to an operating telephone (land line or mobile).

These procedures relate to legislation detailed in the Administration of First Aid Policy.

BREACH OF THE PROCEDURE

Any breach of this procedure may result in disciplinary action including, but not limited to, termination of employment.

Thrive retains the sole discretion to reasonably vary, terminate or replace this procedure from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.

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