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Elizabeth North Early Learning Centre

Administration of First Aid Policy

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This Policy applies to all centre events, on and off-site in accordance with the Department for Education *First aid and infectious control standard* [First aid and infection control standard \(education.sa.gov.au\)](http://education.sa.gov.au)

National Quality Standards

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Incident and emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Legislative requirements

Section	167	Offence relating to protection of children from harm and hazards
Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parent of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	88	Infectious disease
	89	First aid kits
	90	Medical conditions policy
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement - anaphylaxis or asthma emergency
	101	Conduct of risk assessment for excursion
	102C	Conduct of risk assessment for transporting of children by the education and care service
	136	First aid qualifications
	137	Approval of qualifications
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168	Education and care services must have policies and procedures
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	172	Notification of change to policies or procedures
	176	Time to notify certain information to Regulatory Authority
	183	Storage of records and other documents

Early Years Learning Framework

LO3	Children are aware of and develop strategies to support their own mental health and physical health and personal safety; Educators will respond to and actively encourage and support children to express their first aid needs.
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Policy Statement

At the Elizabeth North Early Learning Centre (ELC) we are committed to providing an environment that promotes children's health, safety and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid.

Rationale

The *Education and Care Services National Regulations* require approved providers to have policies and procedures in place in relation to the administration of first aid.

An effective first aid policy includes the management of recording and/or reporting of any incident, illness, injury or trauma that may occur. Elizabeth North Early Learning Centre is committed to:

- providing a safe and healthy environment for all children, educators, staff, families/carers, volunteers, visitors and others attending the ELC
- providing a clear set of guidelines in relation to the administration of first aid at all ELC events
- ensuring that the ELC has the capacity to deliver current approved first aid as required

Objectives

This Policy has been developed to ensure trained educators follow strategies and procedures so as to:

- Stabilise and monitor ill or injured persons
- Monitor ill or injured persons in the recovery stage
- Apply further first aid strategies if the condition does not improve
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured

Procedures for child illness:

- Elizabeth North Early Learning Centre is responsible for maintaining a safe and healthy environment for children, families/carers, educators and volunteers ensuring strategies to prevent infection. This includes assisting children who attend the ELC to be healthy and able to engage with the learning program. Educators are guided by the Medication Plan filled out by a Health Practitioner, copies of which are in the Medication Plans folder in the Medication cupboard and the child's file.
- Medications are stored safely with the Medication Plans folder in clearly labelled storage containers. The Medication cupboard is accessible only to adults and has a child-safe lock.
- In the event of an evacuation or excursion, medication plans and medication are transported in a mobile esky.
- Children with a common cold can still attend the Early Learning Centre. Parent/carer/emergency contacts will be contacted if the child runs a temperature or seems too unwell to participate in the learning program.
- Children with gastric symptoms such as vomiting or diarrhoea will be excluded from the Early Learning Centre. A parents/carer/emergency contact will be required to collect their child as soon as possible after being phoned, and the child will not be able to attend until the vomiting/diarrhoea has ceased for a period of 24 hours from the last episode.

Procedures for child minor injury:

- Comfort the child and administer appropriate first aid. Check the child's health care plans to identify if they have any particular needs, e.g. haemophilia.
- The educator who witnessed the event is to complete the first aid log and place the pink slip in the child's parent/carer communication pocket.
- At the educator's discretion, the parent/carer will be notified about the incident/treatment at the time of the event.
- When the child is collected, an educator will inform the parent/carer of the incident/treatment. If a child is going to OSHC an educator will talk with an OSHC carer and ask them to take the pink slip from the child's communication pocket.

Procedures for any child head/neck/back injury

- Comfort the child and administer appropriate first aid.
- Phone the first contact person, or a subsequent contact person if the first is not available.
- The educator who witnessed the event is to complete the first aid log and place the pink slip in the child's parent/carer communication pocket.
- If contact is to pick up child, continue to monitor child. Ensure the child remains quietly indoors and close to an educator, until the child is picked up.
- If seeking further medical attention is deemed reasonable, treat as a serious injury and complete *Incident, injury, trauma and illness record*. This is to be signed and copy provided to the family. Leadership to enter into Incident and Reporting Management System (IRMS) for follow up.

Procedures for child serious injury/incident:

- Comfort the child and administer appropriate first aid.
- Contact leadership and call SA Ambulance service and provide details of the incident. The Ambulance officer and educator will decide over the phone the course of action to be taken. Leadership/educator to inform school front office staff as soon as possible.
- Phone the first contact person, or a subsequent contact person if the first is not available and provide information of the event and response plan.
- If the child is then transported to hospital via an Ambulance, an educator will go with the child and will take the child's enrolment form and their mobile phone.
- An educator will stay with the child until a parent/carer/emergency contact person arrives and is able to stay with the child. The educator will keep the school leadership/Early Learning Centre informed of the situation.
- Meanwhile the educators at the Early Learning Centre will continue to try to make contact with parent/carer or emergency contact persons if previously unable to do so.
- The educator who witnessed the event is to complete *Incident, injury, trauma and illness record*. This is to be signed and copy provided to the family. Leadership to enter into Incident and Reporting Management System (IRMS) for follow up.
- School leadership will arrange for educator: child ratio to be maintained in the Early Learning Centre.

Procedures for Educator/Volunteer/Visitor minor injury/incident:

- Administer appropriate first aid.

Procedures for Educator/Volunteer/Visitor serious injury/incident:

- Administer appropriate first aid.
- Educator to inform leadership/school front office staff as soon as possible.
- Leadership is to be contacted. If required, call the SA Ambulance service and discuss the incident. The Ambulance officer and leadership/educator will decide over the phone the course of action to be taken.
- Front office staff to notify their emergency contact.
- School leadership will arrange for educator: child ratio to be maintained in the preschool.
- Complete online ed155 injury report or *Incident, injury, trauma and illness record* for IRMS to be entered.

Following injury/incident, educators are required to:

- Communicate with their line manager and complete an online leave request if injury prevents attendance at work.
- Complete a Work Cover SA claim form if applicable (refer to Department for Education [Injury management for injured employees \(edi.sa.edu.au\)](http://edi.sa.edu.au)).

Following injury/incident, volunteers are required to:

- Communicate with school leadership and complete relevant documentation (reference: [Injury management policy \(edi.sa.edu.au\)](#), [Volunteer policy \(edi.sa.edu.au\)](#) and Elizabeth North Primary School Volunteer Policy).

Developed and accepted by the staff of Elizabeth North Preschool and the Governing Council: March 2023

Next Review Due: September 2023

Sources:

Australian Children's Education & Care Quality Authority website: www.acecqa.gov

Department for Education: First aid and infection control standard Injury management policy, Volunteer policy