



## Elizabeth North Early Learning Centre

### Policy Statement

#### Administration of First Aid Policy

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This Policy applies to all centre events, on and off-site.

#### Rationale

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 centre
- providing a clear set of guidelines in relation to the administration of first aid at the centre
- ensuring that the centre 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

#### Legislation

Legislation that governs the operation of approved children's services:

**Education and Care Services National Regulations** (Current version for 1 February 2018)

Division 2 Incidents, injury, trauma and illness: Regulations 85-89

Division 3 Medical conditions policy: Regulations 90-91

Division 4 Administration of medication: Regulations 92-96

#### 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 Early Learning Centre to be healthy and able to engage with the learning program. Educators are guided by the Medication Plan filled out by a Health Practitioner, a copy of which is in the Medication Plans folder in the Medication cupboard and also in 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 health care plans for children with particular needs, e.g. haemophilia.
- Educator in attendance in the preschool is to complete first aid log, and place the pink slip in the child's parent/carer communication pocket.

- At the educator's discretion, an educator will ring to talk with parent/carer about the incident/treatment.
- 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 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.
- Educator in attendance is to complete 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.

#### **Procedures for child serious injury/incident:**

- Comfort the child and administer appropriate first aid.
- Leadership is to be contacted and to call the SA Ambulance service and discuss 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.
- 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.
- Meanwhile the educators at the Early Learning Centre will continue to try to make contact with parent/carer or emergency contact persons.
- One educator is to complete first aid log, and place the pink slip in the child's parent/carer communication pocket. Also an educator is to complete Form ED 155.
- School leadership will arrange for educator: child ratio to be maintained in the Early Learning Centre.
- The educator/leadership 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.

#### **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 Form ED 155 .

#### **Following injury/incident, educators are required to:**

- Communicate with their line manager and complete a Leave form if injury prevents attendance at work.
- Complete a Work Cover SA claim form if applicable (refer to DECD Injury Reporting and Investigation Procedure).

#### **Following injury/incident, volunteers are required to:**

- Communicate with school leadership and complete relevant documentation (reference: DECD Injury Incident Reporting and Investigation Procedure, Volunteer Policy and Elizabeth North Primary School Volunteer Policy).

Developed and accepted by the staff of Elizabeth North Preschool and the Governing Council:  
May 2018

Next Review Due: May 2020

Sources:

Australian Children's Education & Care Quality Authority website

[www.acecqa.gov](http://www.acecqa.gov)

DECD

Injury Incident Reporting and Investigation Procedure

**National Quality Standard**  
**Quality Area 2: Children's Health and Safety**

**Standard 2.1 Health**

**Element 2.1.2 Health Practices and procedures** ~ Effective illness and injury management and hygiene practices are promoted and implemented.

**Standard 2.2 Safety**

**Element 2.2.1 Supervision** ~ At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

**Element 2.2.2 Incident and emergency management** ~ Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.