



## Administration of First Aid Policy

### Rationale

At The Pines Preschool we aim to provide a safe and healthy environment for children, families and staff members. However, at times unpredictable illness or injury may occur which requires the provision of first aid. All educators at The Pines Preschool have current first aid certificates from an approved trainer.

### Legislation

Regulation 89 (first aid kits), 136 and 137 (first aid qualifications), 92-96 (administering medication) of the Education and Care Services National Regulations, 2018.

### National Quality Standards

#### Quality area 2: Children's health and safety:

At our preschool:

- Effective illness and injury management and hygiene practices are promoted and implemented

### Procedure:

#### First Aid Training:

- All educators on site are required to hold a current first aid certificate from an approved provider. The site will have at least one educator who has undertaken approved applied first aid, anaphylaxis training and emergency asthma training. A written record of educator training will be kept on the premises.

#### Provision of first aid:

- First aid should be provided by educators in accordance with their training. For guidance please refer to the orange 'First Aid Folder' located in the locker next to the first aid cabinet.
- Educators will contact emergency services (ambulance) where necessary. They will notify the child's emergency contact as a matter of priority and inform them of the actions taken. If a child is transported by emergency services, an educator will accompany the child if their emergency contacts are unavailable and if children remaining at the centre can still be adequately supervised.
- In some cases, emergency services may not be deemed necessary, but educators believe further medical advice is necessary (eg head trauma). In such cases, the child's emergency contact will be requested to collect the child and they will be advised to seek medical advice. If the emergency contacts are unable to collect the child and their condition deteriorates, it may be necessary to contact emergency services.

#### Documentation of First Aid and Informing Parents:

- Where first aid is administered a written record will be kept. This record will be made as soon as possible and within 24 hours. This record will include:
  - Name and age of the child
  - Time and date
  - Circumstances leading to the injury, incident or trauma
  - Description of injury or symptoms of the illness
  - Action taken by staff (first aid, medication, medical personnel contacted)
  - Details of witness
  - Name, date and time the child's emergency contact was notified (or attempted notifications made).
  - Name and signature of the first aider/person making report.
- This written information will be given to the child's parents on arrival at the centre. Parents will be given the opportunity to discuss the matter with staff.

- Parents/guardians (or emergency contacts) will be notified (phoned) immediately if an incident/injury/trauma/illness is serious or involves a head injury.
- Under certain circumstances the site must notify the regional office and lodge an IRMS report within 12 hours. For more information see the Incident, Injury, Trauma and Illness Policy.

#### First aid kits:

- First aid kits that are suitably equipped, easily recognisable and readily accessible will be available on site and will be taken on excursions.
- First aid boxes should be cleaned, checked and restocked as necessary and at least every six months.

#### Administering Medications:

- Educators will not administer medication unless authorised by parents/guardians and a registered practitioner has prescribed the medication. The medication must be in its original container; bear the original label with the child's name; and have not expired.
- Medication will be administered in accordance with the instructions provided on the medication label; as written by the practitioner; or as outlined in the child's health plan.
- A medication record will be kept for children receiving medication. It will include:
  - Name of the child
  - Signature of the child's parent/authorised person
  - Name of the medication
  - Time and date last administered
  - Time, date and circumstances under which medication is to be administered
  - Dosage and manner to be given
  - Once given, record the actual dosage, manner, time and date.
  - Name and signature of person administering the medication and the name and signature of a witness who checked the dosage, the identity of the child and administration of the medication.
- Parents/guardians will receive a note when medication has been administered outlining the date, time and dosage. A staff member and witness will sign it.
- Medication may be given without authorisation in the case of an anaphylaxis or asthma emergency. In such case the parents/guardians and emergency services will be notified as soon as practicable.

#### **References:**

- Education and Care Services National Regulations, 2018
- National Quality Standards, 2018
- 'Health support planning in Education and Children's Services', DECS, 2006
- 'Health support', DfE, <https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-support-planning/managing-health-education-and-care/health-support>
- Forms and agreements available at 'Health care plans', DfE, <https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-care-plans>
- 'Health support planning: Medication management in education and care', DfE, 2019
- Department Policies available at: <https://www.education.sa.gov.au/department/policies>

#### **Revision Record**

<b>Version</b>	<b>Approved by</b>	<b>Approved date</b>	<b>Amendments</b>
1.0	Governing Council	13 <sup>th</sup> March 2019	Used to be included in 'First aid, medical conditions and infectious diseases' Policy, 2018

**Created:**

November 2018

**Approved at Governing Council on (Date):**

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**Approved by Principal:** Cherie Collings

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**Approved by Governing Council Chairperson:**

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**To be reviewed:**

2021