



Administration of First Aid

Policy Statement

In any accidents or emergencies, NBCA staff will administer First Aid to staff and children.

Implementation

- The service has a designated person responsible for maintaining the First Aid Kits and Emergency Evacuation Kits and will purchase/replace First Aid items, any personal protective clothing and equipment, as necessary.
- NBCA promotes and covers the course fee for recognised First Aid qualifications for permanent staff. Staff are paid for attendance at these courses, and are required to ensure practices from such training is applied whenever administering First Aid. This is required to be renewed for staff every 3 years.
- A minimum of one (1) employee who holds recognised current First Aid qualifications, has undertaken current approved anaphylaxis management training and has undertaken current approved emergency asthma management training will be present at the service when children are in care.
- Induction of new staff will include responsibilities of Administering First Aid and updating of training if required.
- The health, safety and wellbeing of children is a paramount consideration for our service. Therefore, we will take every reasonable precaution to protect the children from harm and ensure that we are well equipped to administer first aid in the event of injury or illness.
- We create opportunities for children to learn and develop. This includes incorporating health and safety into the educational program.
- When families/carers sign an Incident, Injury Trauma and Illness report, they will be made aware of and agree to any exclusion periods that may apply.
- In the event of a child or staff member being administered with asthma or anaphylaxis medication after a severe attack or allergic reaction, an ambulance may be called.
- Each NBCA service will maintain an illness register. This will record children's absences.
- Directors will monitor the illness register, to determine if there has been any outbreaks of a notifiable disease within the service.

First Aid Equipment

- First Aid kits are located throughout the service, and supplies are checked regularly.
- Emergency Service contact details are displayed near each telephone.

Policy Links

Policies:

- Incident, Injury, Trauma and Illness
- Enrolment, Orientation and Transitions
- Emergencies



- Excursions and Events
- Health, Hygiene and Infection Control
- Dealing with Infectious Diseases
- Medical Conditions
- Medication
- Supervision
- Workplace Health and Safety

NQS: 2.1 and 2.2

Regulations: 85– 90, 92-94, 101, 102C, 136-137, 161-162, 167-172, 176 and 183

Sources:

- National Quality Framework
- NBCA Workplace Health and Safety Handbooks
- Education and Care Services National Law (2011) - Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children)
- Safework Australia: First Aid in the Workplace

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