

FIRST AID POLICY

Quality Areas: NQS 2 – Children’s Health and Safety

Policy Owner: Safety

A light teal speech bubble with a white outline, containing the text 'Why this is important' in a dark teal, handwritten-style font.

Why this is important

1.0 Introduction and Purpose

First Aid can preserve life, prevent a condition worsening, and promote recovery. The capacity to provide prompt, basic first aid is particularly important in our centres where team members have a duty of care to take positive steps towards maintaining the health and safety of each child.

We are committed to ensuring the First Aid policy, strategies and practices are designed to support team members to:

- Undertake an assessment of potential injury
- Implement a response plan
- Ensure that ill or injured persons are stabilised and comforted
- Seek the assistance of medical support if required
- 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
- Document the incident and response

2.0 Who does this policy apply to:

All Team Members, Children and Visitors

3.0 What is our Policy:

3.1 Principles

First Aid Officers shall not be held legally liable (including liability for negligence) as a result of any act or omission on their part during the provision of any first aid treatment to any person for Guardian when they act in good faith, within the scope of their training and in the course of their duties.

The parent/guardian of a child with a known medical condition and their registered medical practitioners will provide written medical management plans and consent to implement them, including advice about first aid in an emergency.

We will provide sufficient resources to enable the provision of First Aid in our centres and support offices and on planned excursions and events.

Only medication specifically labelled for an individual child or team member will be administered in accordance with a medical management plan /action plan or in accordance with the directions (excluding centre paracetamol). Any other medication will only be administered at the direction of emergency services or national/state health care line.

3.2 First Aid Qualifications and Training

At any time and place where children are present, the following person/s must be present and immediately available in the event of an emergency:

- At least one educator who holds a current approved first aid qualification, including CPR training

- At least one educator who has undertaken current approved anaphylaxis management training
- At least one educator who has undertaken current approved emergency asthma management training.

We offer free First Aid, CPR, Asthma and Anaphylaxis management training to centre team members. Nominated Supervisors will organise these with a recognised authority to ensure educators First Aid qualifications remain current.

NSW Team Members Only: Team Members who have a First Aid Qualification due to expire within 3 – 6 months should register on the [Guardian Learning and Events page](http://www.guardian.edu.au/learning-and-events) (www.guardian.edu.au/learning-and-events) to attend the next available course to ensure their qualification doesn't lapse.

Copies of First Aid qualifications will be stored in Team Member Record Folders and uploaded onto Human Force. The centre will inform children, families and team members of those persons who hold first aid qualifications by placing notifications in the Team room, office and front entrance/foyer.

3.3 First Aid for a temperature

In the event of an emergency where the parent or emergency contact person is uncontactable, and the child's temperature reaches 38.50°C with a digital thermometer (38°C with a contactless infrared thermometer) or higher and after attempts to cool down the child fails, if the parent has signed the paracetamol permission in the Terms and Conditions of the child's enrolment form, the Nominated Supervisor can administer one dose of Paracetamol in the appropriate dose only. The Nominated Supervisor will check that permission has been signed in the terms and conditions prior to giving the one dose of Paracetamol. For further information refer to the [Illness Policy](#).

If permission to administer Paracetamol was not given on the enrolment form, call the national health line (Healthdirect 1800 022 222) or your state health line for advice. You can follow the advice provided and administer Paracetamol if requested. Please record on the BeSafe record who you contacted and the advice that was provided.

3.4 Excursions and Regular Outings

Educators who attend excursions and regular outings must hold a current first aid qualification and carry an adequately supplied first aid kit (including individual children's medical actions plans and medication).

3.5 First Aid Communication

Generally, first aid is provided in response to unplanned illness or injury. Team members have an obligation to ensure parents/guardians or authorised nominees are informed about any first aid provided to their children as soon as practical and within 24 hours of an illness or injury.

To ensure educators respond immediately and provide correct information to emergency services, a sign will be placed at all phones throughout the centre with correct details to provide to emergency services.

3.6 When to call an Ambulance

An ambulance should be called for a medical emergency. If something is less urgent and not an emergency, then the family will arrange transport to a doctor or Hospital for further medical attention. to a when the following instances (but not limited to) occur to a person or child at the centre.

Call an ambulance immediately if someone is seriously injured or needs urgent medical help or displays any of the following symptoms:

- Chest pain or chest tightness
- Sudden onset of weakness, numbness or paralysis of the face, arm, or leg
- Breathing difficulties and/or the child becomes floppy and/or unresponsive
- Unconsciousness
- Uncontrolled bleeding
- A sudden collapse
- Unexplained fitting/seizure in adults
- Severe burns
- An obvious fracture or where a limb/body part is dislocated

- Infants who are fitting/ seizure / convulsions or have an ongoing fever
- A child complains of a stiff neck, headache, and sensitivity to light
- If child has a fever above 38.50°C (using a contactless infrared thermometer) and attempts to reduce temperature have been unsuccessful

3.7 Infection and Prevention Control

Adequate infection and prevention control must be always practiced when administering first aid or cleaning up blood or body fluids. This includes wearing appropriate personal protective clothing eg. gloves, eye protection, apron. Each centre is to have a sharps container to ensure the safe disposal of needles or any sharp object.

3.8 Poisons Information Centre

The Poisons Information Centre telephone number 131 126 is to be displayed next to every telephone in the centre.

3.9 Safety Data Sheets (SDS)

Current SDS (dated within last 5 years) must be available for reference in an emergency. The SDS should be referred to for first aid treatment eg. swallowed, gets into the eyes, comes into contact with the skin. All team members must know the location of SDS's to ensure an immediate response.

3.9 Information near each centre phone

Place this information near each phone throughout the centre, stating important information that needs to be provided to any emergency personnel. This includes the following information:

- Name of centre
- Address
- Nearest crossroad
- Centre Phone number and a mobile phone number
- Any important details explaining location (first floor, back of shopping complex etc.)
- Number of children
- Number of team members
- Contact phone numbers:
 - Emergency 000
 - Local police
 - Local fire brigade
 - Poison Information Centre
 - Security personnel
- Portfolio Managers contact details

4.0 Responsibilities

4.1 The Approved Provider will:

- ensure that every reasonable precaution is taken to protect children and others at the centre from harm and hazards that are likely to cause injury
- ensure the first aid qualifications of team members meet the requirements of the National Law and National Regulations
- ensure that an appropriate number of first aid kits are kept, and that these are suitably equipped relative to the number of children in attendance and layout of the centre
- provide fully equipped first aid kits that must meet the Code of Practice, Australian Standards and the specific needs of the centre
- ensure that first aid kits are checked at least quarterly by team members at the centre and any items are replenished or replaced as needed
- provide and maintain a portable first aid kit that can be taken off-site for excursions and other activities relative to the number of children

- ensure that Responsible Persons in the centre are aware of the record keeping requirements for first aid information
- ensure there is an induction process for all new educators and casual educators, that includes providing information on the location of first aid kits and specific first aid requirements
- keep up to date with any changes in procedures for administration of first aid and ensuring that all team members are informed of these changes
- ensure a BeSafe incident report is completed for all incidents where first aid assessment/treatment is undertaken. The BeSafe incident report needs to be completed on the day the incident occurred in accordance with the Incident Management Policy

4.2 The Leadership Group as officers under the Act, are responsible for:

- ensures supporting procedures provide a safe standard of care
- ensures the provision of sufficient trained team members and sufficient resources (first aid kits, signs, training, personal protective equipment) to provide First Aid care

4.3 Centre Manager (Nominated Supervisor) is to ensure:

- Ensure first aid signs showing the location of first aid kits are clearly displayed
- Ensure that only team members who hold current first aid qualification attend excursions or regular outings
- Ensure a fully stocked portable first aid kit is taken on all excursions and other off-site activities, (including individual children's medical management plans and medication)
- Ensure that the details of any incident requiring the administration of first aid are recorded on BeSafe
- Notify families of all instances where first aid is administered and have them sign the BeSafe incident record
- comprehensive exchange of information with the family occurs prior to and at enrolment in line with Medical Conditions Policy and relevant procedures, including emergency medical instructions
- Team Members are appropriately trained to provide first aid or respond to an emergency medical event
- all relevant Team Members are informed regarding early symptoms of a possible emergency where required action has been provided by the doctor in a Medical Management Plan / Action Plan
- all incidents, illnesses, and injuries (and the first aid given) are documented on BeSafe within the required timeframes
- follow up contact is made to check if further medical treatment was required, the diagnosis and treatment provided, and if any other support is required
- medical events are practiced as part of the emergency management drills
- seek advice from the Safety Team if guidance is required

4.4 Team Members must:

- follow the First Aid Policy and Procedure when providing First Aid, including the proper use of any personal protective equipment supplied and safe disposal of waste
- provide first aid in accordance with their knowledge, skills and training
- become familiar with the risk minimisation and emergency management strategies of children/team members at the centre with a diagnosed medical condition
- report all incidents and hazards to their manager as soon as is practicable
- notify the Safety Team by phone or via TEAMS for major incidents where hospitalisation or surgery is likely
- complete relevant records on BeSafe in the required timeframes and update record as further information is known and follow up contact is made

4.5 Families of an enrolled or potentially enrolling child will:

- be contactable, either directly or via an emergency contact listed on the child's enrolment form



- if needed, collect their child as soon as possible when notified of an incident, injury or illness (should be within an hour of being contacted)
- inform the Team Members of any existing medical condition or any such condition as it becomes diagnosed
- provide a medical management plan/ action plan outlining symptoms, causes, and prescribed medication together with administration equipment and instructions
- provide any specialised equipment
- provide any updated information or actions as soon as possible after becoming aware
- be responsible and pay for the cost of any medical response or treatment if it is determined by the centre it is required eg. Ambulance response
- respond in a timely manner to requests from the Team Members for information on current condition, updated information, family and medical consent documents, and consent for actions in an emergency
- to exclude their child as requested by Centre management if Team Members require further training, equipment or similar support to be implemented prior to the provision of care
- ensure current family and emergency contacts are recorded at the centre

5.0 Definitions

Approved First Aid training means a recognised ACECQA first aid qualification delivered by the approved Guardian first aid provider. Training includes initial and ongoing refresher training

Approved qualification is a first aid qualification that is a recognised ACECQA first aid qualification

Approved First Aid Provider is a first aid training provider who has met the specific requirements of Guardian to deliver the recognised ACECQA first aid qualifications

Code of Practice (COP): Refers to the national *First Aid in the Workplace Code of Practice 2021*

CPR means Cardio-Pulmonary Resuscitation

First Aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers

First Aid Officer/First Aider is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid

First Aid equipment includes first aid kits and other equipment used to treat a person's injuries and illnesses

First Aid facilities includes first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid

Serious injury is an injury or illness defined under the Work Health and Safety Act or similar state-based legislation as one requiring immediate medical treatment

Site means all Guardian sites eg. centres, centre support offices, locations that have been sourced for specific use by Guardian

6.0 Tools and Resources

The most important documents I need are:

First Aid Checklist
Incident Management Policy
Medical Conditions Policy
Medical Conditions Procedure

Other supporting documents will include:

Emergency Evacuation Bag Checklist
First Aid Sticker
Administration of Medication Procedure
Illness Policy

7.0 Additional Information

- [First Aid Guardian Way page](#)
- [First aid in the workplace – Code of Practice](#)
- [First aid in the workplace – Compliance code \(Vic only\)](#)
- [Australian Resuscitation Council](#)
- [ACECQA First Aid qualifications and training](#)

8.0 Source

Act Section 165 Offence to in adequately supervise children
 Act Section 167 Offence relating to protection children form harm and hazards Regulation
 85 Incident, Injury, Trauma and Illness policies and procedures
 Regulation 87 Notification to parents if incident, injury, trauma and illness Regulation 89 First Aid Kits Regulation 136
 First Aid Qualification Regulation 137 Approval of qualifications
 Regulation 168 – Education and care services must have policies and procedures

Policy owner	Chief Quality and Curriculum Officer		Content author	National Health, Safety and Risk Manager	
Date published	1/04/2024	Document version	V1.0	Revision due date	1/04/2026
Copyright © 2024 Guardian Early Learning Group Pty Ltd ABN 094 805 820					
Ensure you are using the latest version of this procedure.					
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.					