

4. Administration of First Aid Policy

National Quality Standards (NQS)

Quality Area 2: Children’s Health and Safety	
2.2.2	Incident and emergency management

Education and Care Services National Regulations	
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
97	Emergency and evacuation procedures
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

PURPOSE

Our Service has a duty of care to provide and protect the health and safety of children, families, educators and visitors.

This policy aims to support educators to:

- Preserve life
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes
- Monitor ill or injured persons in the recovery stage
- Apply additional first aid tactics if the condition does not improve
- Ensure the environment is safe and other people are not in danger of becoming ill or injured.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service

IMPLEMENTATION

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

First aid can save lives and prevent minor injuries or illnesses from becoming major. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where

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educators have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

SOURCE

- Australian Children’s Education & Care Quality Authority (2014)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015
- ECA Code of Ethics
- Revised Guide to the National Quality Standard - 2018
- First Aid for low risk Micro Businesses May 2009: Worksafe Victoria
- Children’s services occupational health and safety compliance kit: Worksafe Victoria
- Compliance Code First Aid in the Workplace 2008: Worksafe Victoria
- Safe Work Australia Legislative Fact Sheets First Aiders
- Safe Work Australia First Aid in the Workplace Code of Practice
- Work Health and Safety Act
- Safe Work Australia Legislative Fact Sheets First Aiders
- QLD First Aid Code of Practice Worksafe
- Safe Work Australia Legislative Fact Sheets First Aiders
- Safe Work Australia First Aid in the Workplace Code of Practice
- Safe Work Australia First Aid in the Workplace Code of Practice Work Health and Safety Act 2012

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