

CEEC CH POL FIRST AID POLICY

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| Related policy documents | Archdiocese Of Brisbane Health And Safety Policy Centacare First Aid Procedure CEEC HS POL Incident And Investigation Policy CEEC HS PRO Incident And Investigation Procedure CEEC CH POL Medical Condition Policy |
| Related legislation | Education And Care Services National Law (QLD) Act 2011 Education And Care Services National Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework Work Health And Safety Act 2011 Work Health And Safety Regulations 2011 |

PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This policy has been developed to outline the commitment of Catholic Early EdCare to the provision of qualified first aid officer in the workplace, suitable first aid equipment and assist with exercising Catholic Early EdCare's duty of care to provide first aid when required.

SCOPE

This policy applies to staff as defined in the Education and Care Services National Law.

1. POLICY STATEMENT

- 1.1. Catholic Early EdCare has a duty of care to staff, workers and children in the care of Catholic Early EdCare to provide first aid and first aid equipment in the workplace.
- 1.2. It is the policy of Catholic Early EdCare that –
 - All Catholic Early EdCare workplaces will have an adequate number of suitably qualified and trained first aiders (A list of approved qualifications is published on the national authority website)
 - Catholic Early EdCare Services will ensure a suitably qualified and trained first aider is available at all times the Service is operating (this also includes excursions and regular outings)
 - Services will provide an appropriate number of suitable first aid kits that are easily recognisable and readily accessible to adults. First aid kits should also be taken when leaving the service premises for excursions, routine outings or emergency evacuations.
 - The Responsible Person (Nominated Supervisor and/or Person in Day to Day charge) will hold a first aid and CPR qualification

2. DUTY OF CARE

- 2.1. First aiders are requested by Catholic Early EdCare to administer first aid in accordance with the first aider's level of training.
- 2.2. Services cannot, during times where only one staff member is present, place a duty of care onto children to respond in the event of a first aid emergency involving the staff member.
- 2.3. First Aiders are encouraged to make decisions commensurate with their level of training and experience and avoid seeking the input of others who do not have a duty of care towards the child at the time of the incident. For example, if a child requires first aid in the care of a Service, the duty of care remains with the Service and not with the School or School staff.
- 2.4. In the absence of a Parent/Carer, Catholic Early EdCare First Aiders exercising a duty of care towards a child are encouraged to avoid seeking the opinion or view of a Parent/Carer via text message/telephone or via the sending of a photo when determining the medical needs of the child. For example, a first aider shall make the decision based on their level of training and experience that a child needs to be transferred to the hospital, and not request the Parent/Carer makes the decision. However a Parent/Carer in attendance at a Service can exercise their right to make decisions relating to medical treatment for their child.
- 2.5. Staff members are not permitted to take photos of a child's injuries following a first aid incident nor is this required for the purposes of an incident report or Catholic Early EdCare investigation.
- 2.6. Staff members are required to inform Parents/Carer of any first aid incident involving their child. The time frame for informing the Parents/Carer will be determined by the severity of the incident. For example an injury requiring only basic first aid could be relayed at departure time, whilst an

incident constituting a I01 Serious Incident would require immediate notification to a Parent/Carer.

3. FIRST AID QUALIFICATIONS

3.1. Services will comply with Education and Care National Regulations Chapter 4, Part 4.4, Division 6, Regulation 136 First Aid Qualification –

1. The approved provider of a centre-based service must ensure that each of the following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service—
 - a. At least one staff member or one Nominated Supervisor of the Service who holds a current approved first aid qualification;
 - b. At least one staff member or one Nominated Supervisor of the Service who has undertaken current approved anaphylaxis management training;
 - c. At least one staff member or one Nominated Supervisor of the Service who has undertaken current approved emergency asthma management training.
2. If children are being educated and cared for at service premises on the site of a school, it is sufficient for the purposes of subregulation (1) if the following are in attendance at the school site and immediately available in an emergency—
 - a. For the purposes of subregulation (1)(a) or at least one staff member of the school who holds a current approved first aid qualification;
 - b. For the purposes of subregulation (1)(b) or at least one staff member of the school who has undertaken current approved anaphylaxis management training;
 - c. For the purposes of subregulation (1)(c) or at least one staff member of the school who has undertaken current approved emergency asthma management training.

4. ST JOHNS

- 4.1. St John's is the current preferred provider for the Archdiocese of Brisbane for first aid training.
- 4.2. Services may choose to utilise St John's for first aid training or utilise a registered training organisation approved to conduct the course(s) required.
- 4.3. Services looking to utilise St John's must contact a Catholic Early EdCare 'user' with access to the online St John's booking system. As of 1st of June 2017 identified 'users' who can assist Services/Staff with booking a St John's course can be contacted via email (cccs.whs@bne.centacare.net.au) or contact the Senior Work Safety Advisor for Catholic Early EdCare.

5. FIRST AID EQUIPMENT

- 5.1. All Catholic Early EdCare workplaces are to provide appropriate first aid equipment and ensure first equipment is maintained.
- 5.2. When determining how many first aid kits are 'appropriate', a Catholic Early EdCare Service should consider the number of children in attendance as well as the proximity of rooms to each other and the distances from outdoor spaces to the nearest first aid kit. For example, larger services may require a kit in each room or outside space, whereas a kit between two rooms might be appropriate in a smaller service with adjoining rooms.
- 5.3. Kits should be checked regularly to ensure they are fully stocked, and no products have expired (at periods no greater than monthly)
- 5.4. Services will complete CEEC CH FORM First Aid Kit Checklist (available on AI) and store inside each first aid kit. The checklist is required to be initialled by a trained staff member each time the contents are checked. The following has been identified as the minimum content of a first aid kit in a Catholic Early EdCare Service –

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| Instructions for providing first aid | Including cardio-pulmonary resuscitation (CPR) flow chart |
| Adhesive strips | Assorted sizes for minor wound dressing |
| Splinter probes | Single use, disposable |
| Non-allergenic adhesive tape | For securing dressings and strapping |
| Eye pads | For emergency eye cover |
| Triangular bandage | For slings, support and/or padding |
| Hospital crepe or conforming bandage | To hold dressings in place |
| Wound/combine dressings | To control bleeding and for covering wounds |
| Non-adhesive dressings | For wound dressing |
| Safety pins | To secure bandages and slings |
| Scissors | For cutting dressings or clothing |
| Kidney dish | For holding dressings and instruments |
| Small dressings' bowl | For holding liquids |
| Gauze squares | For cleaning wounds |
| Forceps/tweezers | For removing foreign bodies |
| Disposable nitrile, latex or vinyl gloves | For infection control |
| Sharps disposal container | For infection control and disposal purposes |
| Sterile saline solution or sterile water | For emergency eye wash or for irrigating eye wounds. This saline solution must be discarded after opening |
| Resuscitation mask | To be used by qualified personnel for resuscitation purposes |
| Antiseptic solution | For cleaning wounds and skin |
| Plastic bags | For waste disposal |
| Note pad and pen/pencil | For recording the injured or ill person's condition and treatment given |
| Re-usable ice-pack | For the management of strains, sprains and bruises |

- 5.5. Services will display well recognised, standardised first aid signs to assist people in easily locating first aid equipment and facilities. (Suitable signs should comply with AS13119).
- 5.6. Services may display posters/resources that focus on emergency first aid such as CPR.

- 5.7. For outdoor times or for some excursions there may be a risk of insect or plant stings or snake bites. Services are to assess whether the following items should also be included in the first aid kit:
- heavy duty crepe bandages
 - sting relief cream, gel or spray
 - heavy smooth crepe roller bandages (minimum 10cm wide and sufficient quantity to bandage lower limbs to immobilise limb after a snakebite)
 - splint to immobilise limb after a snake bite or fractures
- 5.8. Services are to be aware that not all items are able to be used on children unless Parent/Carer consent has been obtained.
- 5.9. Services will identify children with medical conditions from their enrolment forms and ensure all first aid qualified workers are aware of their presence, any action plan in place, any risk minimisation plan in place, and any completed forms relating to medication. (Refer to CEEC CH POL Medical Condition Policy for further information).
- 5.10. Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people. The supply of these medications may also be controlled by drugs and poisons laws.
- 5.11. Staff requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary and this should not be stored in a first aid kit.

6. ASTHMA AND ANAPHYLAXIS

- 6.1. All Catholic Early EdCare Services are required to have available a Service asthma puffer, and both a 150 microgram and 300 microgram Adrenaline Auto Injector (and administer in accordance with the manufacturer's instructions/advice from a registered medical practitioner/emergency services etc.).
- 6.2. Catholic Early EdCare Services should consider purchasing a cardboard disposal spacer for use with the Service asthma puffer.
- 6.3. All Catholic Early EdCare Services are required to have available a Service asthma puffer, and both a 150 microgram and 300 microgram Adrenaline Auto Injector (and administer in accordance with the manufacturer's instructions/advice from a registered medical practitioner/emergency services etc.).

7. FIRST AID TRAINING/QUALIFICATION REQUIRMENTS

- 7.1. As detailed above under the section First Aid Qualifications, all Services when operating are required to have a staff member present or staff members present who hold the following qualifications –
- Provide cardiopulmonary resuscitation (CPR) (HLTAID001)
 - Provide basic emergency life support (HLTAID002)

- Provide first aid (HLTAID003)
 - Provide an emergency first aid response in an education and care setting (HLTAID004)
 - (22282VIC) Course in the Management of Asthma Risks and Emergencies in the Workplace
 - (22300VIC) Course in First Aid Management of Anaphylaxis
- 7.2. Services are required to ensure copies of these certificates are to be kept on staff files.
- 7.3. Where a staff member can demonstrate that in order to fulfil the requirements of point 7.1, they are required to attend training to achieve a qualification, Catholic Early EdCare will reimburse this cost to the employee or with the approval of the Area Manager, the training course can be paid for with a Catholic Early EdCare debit card.
- 7.4. Services are required to ensure the requirements of point 3.1 and 7.1, applies to Service incursions, excursions and regular outings.
- 7.5. Any person deemed to be a Responsible Person (Nominated Supervisor) will be required to hold a relevant and current First Aid/CPR qualification. This is to be managed in line with the relevant industrial instrument.

8. POST FIRST INCIDENT

- 8.1. Following an incident, the following record(s) must be completed (as applicable) in accordance with the CEEC HS POL Incident and Investigation Policy and/or the CEEC HS PRO Incident and Investigation Procedure –
- CEEC HS FORM Adult Incident Form
 - CEEC HS FORM Child Incident Form
 - CEEC HS FORM Child Incident Register

9. SUPPORTING DOCUMENTS

- 9.1. CEEC HS FORM Child Incident and Injury form
- 9.2. CEEC HS FORM Adult Incident and Injury form
- 9.3. CEEC HS FORM Child Incident Register
- 9.4. CEEC HS FORM First Aid Kit Checklist

COMPLIANCE

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

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| First Aid | 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 |
| Staff Member | Complaint made to Catholic Early EdCare that can easily be resolved and do not require reporting as a NL01 In relation to an education and care service, means any individual (other than a volunteer) employed, appointed or engaged to work in or as part of an education and care service, whether as an <ul style="list-style-type: none"> ▪ Educator ▪ Director/Coordinator ▪ Nominated Supervisor; ▪ Or otherwise. |
| Responsible Person | A Responsible Person is – <ul style="list-style-type: none"> ▪ The Approved Provider, or ▪ A person with management or control, or ▪ A Nominated Supervisor, or ▪ A Person in Day to Day Charge of a Service (PIDTDC) |
| Nominated Supervisor | Workers who have consented to the nomination by the Approved Provider to take on the responsibility and obligations under the National Law and National Regulations to manage a Kindergarten, Long day care, Outside school hours care Service. |
| Person in Day to Day charge (PIDTDC) | The PIDTDC is placed in day-to-day charge by the Approved Provider or a Nominated Supervisor of the education and care service; and the person consents to the placement in writing. |
| Approved Provider | Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions. |

10. RECORD KEEPING

- 10.1. Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping.
- 10.2. All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 10.3. All Catholic Early EdCare Services will adhere to Division 3 – Information and Record Keeping Requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 10.4. Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 10.5. Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 10.6. Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.