

CEEC CH PRO ADMINISTRATION OF FIRST AID TO CHILDREN PROCEDURE

Policy Sponsor	WORKPLACE HEALTH AND SAFETY
Document type	PROCEDURE
Applicable to	CATHOLIC EARLY EDCARE
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE

POLICY AND PHILOSOPHY

We exercise our duty of care to children by ensuring all first aid is administered by educators appropriately qualified in current, approved first aid, and ensuring all services are equipped and fully stocked with suitable first aid equipment.

This procedure outlines the steps taken by educators to provide environments to children that promote their health, safety and wellbeing.

PROCEDURES

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1. Apply First Aid

1.1 The Educator first on scene will:

- Make an initial assessment of the incident and what first aid support or equipment is required:
 - Minor first aid / near misses e.g. providing an ice pack for comfort a distressed child, apply a band-aid.
 - Major first aid incidents e.g. deep cut/laceration, high fever, sprains, strains or possible fractures.
 - Serious incidents requiring attendance of emergency services e.g. complex medical incident, anaphylactic reaction, severe asthma attack, compound/open fracture.
- Commence the level of first aid required (if trained), or inform the nearest Educator, qualified in first aid they are required.

2. Minor First Aid Incidents

2.1 The Educator qualified in first aid will:

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- Attend to the child, ensure they are as calm and comfortable as possible,
- Administer minor first aid as required,
- Inform the Responsible Person in Charge,
- Complete the [CEEC HS FORM Child Incident Register](#).

2.2 The Responsible Person in Charge will:

- Inform the child's Parents/Carers on collection.

3. Serious Incident First Aid response

3.1 The Educator qualified in first aid will:

- Attend to the child, ensure they are as calm and comfortable as possible,
- Instruct another Educator to inform the Responsible Person in Charge, and move other children away from the site of the incident,
- Instruct another Educator to collect the service first aid kit (if required),
- Instruct another Educator to collect medication (if required),
- Administer first aid to the child in line with their level of training.

3.2 The Responsible Person in Charge will:

- Call the child's Parents/Carers to inform them of the incident and arrange collection of the child if required,
- Inform Manager, Service Operations of the incident (when practical/appropriate),
- Inform School/Parish of the incident (if relevant),
- Record the incident in Guardian within 24hrs in accordance with the CEEC HS POL Child Incident, Injury, Trauma and Illness Policy and Procedure.

4. Serious First Aid Incidents requiring Emergency Services

4.1 The Educator qualified in first aid will:

- Attend to the child, ensure they are as calm and comfortable as possible,
- Instruct another Educator to inform the Responsible Person in Charge, assemble children and move children away from the site of the incident,
- Instruct another Educator:
 - to contact the required emergency services,
 - collect the service first aid kit (if required),
 - to collect medication (if required),
- Administer first aid to the child in line with their level of training, and in line with the recommendations of the emergency personnel,
- Continue first aid until emergency personnel arrive and provide instructions.

4.2 The Responsible Person in Charge will:

- Instruct an Educator to greet Emergency Services on arrival,
- Call the child's Parents/Carers to inform them of the incident and further steps e.g. if the child is being transported to hospital (if known),
- Inform Manager, Service Operations of the incident (when practical/appropriate),
- Inform School/Parish of the incident (if relevant),

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- Record the incident in Guardian within 24hrs.

5. Post Major / Serious First Aid Incidents

5.1 The Manager, Service Operations will:

- Notify the Regional Manager, Operations,
- Review Guardian incident report, statements of events and other documentation.
- Upload investigation information and outcome in Guardian.
- Ensure any follow up actions are completed to reduce the risk of the incident reoccurring.
- Close out the investigation in Guardian.

5.2 The Regional Manager will:

- Commence an investigation in consultation with the Manager, Service Operations in accordance with the CEEC HS POL Child Incident, Injury, Trauma and Illness Procedure:
 - if the risk rating is high or above,
 - if there is a requirement to eliminate or minimise identified hazards or risks (as far as reasonably practicable),
 - to prevent recurrence or further incidents or injury,
 - to improve overall system performance.

6. High Temperature Incidents

6.1 If a child presents with, or develops a temperature above 37.6°C, the Educator qualified in first aid will:

- Monitor the child, taking the child's temperature every 15 minutes and record on the Child Temperature Tracker
- Instruct another Educator to inform the Responsible Person in Charge,
- Refer to the CEEC Incident, Injury, Trauma and Illness Procedure for further guidance.

6.2 The Responsible Person in Charge will:

- Inform the child's parents/carers by phone,
- Record the incident in Guardian within 24hrs.

6.3 If the child's temperature reads 38°C (or higher) the Responsible Person in Charge will:

- Contact the child's parents/carers by phone, to collect the child,
- Direct the educator qualified in first aid to continue to monitor the child until the child is collected.
- If the parent/carers are unable to collect the child, consider whether emergency services should be contacted if the child's temperature continues to increase (follow Part 4 – Serious First Aid Incidents requiring Emergency Services).
- Record the incident in Guardian within 24hrs.

7. First Aid Equipment

7.1 Services Leaders must ensure appropriate first aid equipment is provided and maintained, they will:

- consider numbers of children in attendance, proximity of rooms, and the distances from outdoor spaces when determining how many first aid kits are 'appropriate'.

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- Regularly check kits to ensure they are fully stocked, and no products have expired,
- complete [CEEC CH FORM First Aid Kit Checklist](#)
 - monthly,
 - store inside each first aid kit, and
 - initialled by an educator with current first aid qualifications each time the contents are checked.

7.2 The Service Leader will display:

- well-recognised, standardised first aid signs at the location of first aid equipment and facilities,
- ensure signs comply with AS13119; a white cross on a green background.

8. Service Medication

8.1 All Services must have in date and available:

- a Service asthma puffer, and
- a 150 microgram Adrenaline Auto Injector, and
- 300 microgram Adrenaline Auto Injector,
- a small supply of cardboard disposal spacers for use with the Service asthma puffer.

8.2 Service Leaders will:

- ensure all medications are stored according to manufacturer's recommendations,
- refer to the Dealing with Medical Conditions in Children Procedure for further guidance on the storage of medications,
- return expired service medication to a pharmacy for correct disposal, and replacement.

8.3 Services will not keep a supply of generic use paracetamol, or pain reliever medication, on site.

9. First Aid Training/Qualification Requirements

9.1 Service Leaders must ensure:

- that the following qualified people are in attendance at all times at any place children are being educated and cared for by the service and immediately available in an emergency:
 - at least one educator or one nominated supervisor of the service who:
 - holds a current approved first aid qualification,
 - has undertaken current approved anaphylaxis management training,
 - has undertaken current approved emergency asthma management training,
 - at least one educator with current approved qualifications is on duty at all times and immediately available in an emergency. One educator may hold one or more of the qualifications.
- the Nominated Supervisor and any person rostered as a Responsible Person in Day to Day Charge must hold a current approved first aid qualification,
- educators renew first aid qualifications, anaphylaxis management training and emergency asthma management training every three years and CPR refresher training annually,
- educators commencing employment in a position requiring current approved first aid qualifications gain the required qualifications as soon as possible or prior to expiry (where the expiry date is within their six (6) month probation period),

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- existing Educators required to hold current first aid qualifications:
 - hold current and relevant first aid qualifications for the period of their employment,
 - first aid qualification renewal, registration cost, and hours of attendance at the training will be paid for by the service.
 - copies of certificates issued when training is completed must be kept on the service L drive staffing folders and forwarded to People and Culture on hr@catholicearlyedcare.qld.edu.au.

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Approved Providers (including Leadership and Management teams)	<ul style="list-style-type: none"> ▪ Services may administer medication to a child without an authorisation in case of an anaphylaxis or asthma emergency, consistent with the level of training the staff member has received (Reg 94). ▪ Ensure a suitably qualified and trained first aider is available at all times the Service is operating (this also includes excursions and regular outings). ▪ Ensure all Responsible Persons in Charge hold current first aid qualifications. ▪ Ensure well recognised, standardised first aid signs are displayed to assist people in easily locating first aid equipment and facilities. ▪ Ensure all Services have available a service asthma puffer, and both a 150 microgram and 300 microgram Adrenaline Auto Injector. ▪ Ensure copies of staff first aid certificates are kept on staff files. ▪ Ensure serious incidents are notified to the regulatory authority within 24 hours. ▪ Ensure educators are trained in and follow policies and procedures and copies are readily accessible. ▪ Where an Educator is required to attend training to achieve a first aid qualification, Catholic Early EdCare will pay the cost as outlined in the CEEC position statement.
Nominated Supervisors and Responsible Persons	<ul style="list-style-type: none"> ▪ Display posters/resources focusing on emergency first aid. ▪ Purchase a small supply of disposable cardboard spacers for use with the Service asthma puffer. ▪ Ensure at least one educator with the following is in attendance and immediately available in an emergency: <ul style="list-style-type: none"> ○ a current approved first aid qualification ○ has undertaken current approved anaphylaxis management training. ○ has undertaken current approved emergency asthma management training. ▪ Ensure an appropriate number of first aid kits suitably equipped, easily recognisable, are kept and readily accessible to adults having regard to the design of the service premises. ▪ Understand not all items stored in first aid kits are able to be used on children. ▪ Ensure medication, including analgesics (e.g. paracetamol, aspirin), is not included in first aid kits. ▪ Ensure an appropriate number of suitably equipped first aid kits are taken on excursions. ▪ Identify children with medical conditions from their enrolment forms and ensure all educators are aware of their presence, and the details of the Risk Minimisation Plans. ▪ Understand St Johns is the current preferred provider for the Archdiocese of Brisbane for first aid training, however: <ul style="list-style-type: none"> ○ Services may choose to utilise a registered training organisation approved to conduct the course(s) required. ▪ Recognise while outdoors, 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: <ul style="list-style-type: none"> ○ heavy duty crepe bandages

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	<ul style="list-style-type: none"> ○ 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. ▪ Ensure first aid is administered in accordance with the first aider's level of training, and that a duty of care is never placed onto children in the event of a first aid emergency. ▪ Make decisions appropriate 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. ▪ Understand if a child requires first aid whilst in the care of a Service, the duty of care remains with the Service and not with the School or School staff. ▪ Ensure other children are adequately supervised while the educator is attending to a child requiring first aid. ▪ Maintain current approved first aid qualifications. ▪ Understand a Parent/Carer in attendance at a Service can exercise their right to make decisions relating to medical treatment for their child. ▪ Ensure information relating to the administration of minor first aid incidents are recorded on the Child Incident Register. ▪ Ensure information relating to the administration of serious first aid incidents and/or requiring the attendance of emergency services are recorded on Guardian as soon as possible, but at least within 24 hours. ▪ Ensure incidents, injury, trauma and illness events requiring first aid are notified to families as soon as practicable, but no later than 24 hours.
Educators	<ul style="list-style-type: none"> ▪ Understand taking photos of a child's injuries is not permitted, nor is this required for an incident report or investigation. ▪ Follow the instructions of first aid trained responsible persons, or emergency personnel in the event of a incidents, injury, trauma and illness events requiring first aid. ▪ Use effective supervision, participate in play and observe behaviour to reduce the likelihood of injury, harm, or first aid incidents as far as reasonably practical. ▪ Regularly scan and look around the area to observe all the children in the vicinity, looking to identify hazard and/or hazardous situations requiring intervention. ▪ Ensure other children are adequately supervised while educators qualified in first aid attend to a child requiring first aid. ▪ Maintain current approved first aid qualifications if a role requirement. ▪ Maintain awareness of children with medical conditions, their individual needs, and ensure are awareness of the control measures in place within the child's Risk Minimisation Plan in the event of a medical incident. ▪ Maintain up to date knowledge and understanding of policies and procedures in relation to the administration of first aid to children. ▪ Should incidents occur be aware of the reporting requirements, including implementing the Incident, injury, trauma and illness policy and procedures
Families	<ul style="list-style-type: none"> ▪ Ensure any medical management plans at the service are kept up to date. ▪ Ensure to be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention. ▪ Inform the Responsible Person in Charge upon enrolment, any specific health care needs of the child, including any medical conditions, allergies and any medical management plans that need to be followed. ▪ Inform educators if there has been a change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care and require the administration of first aid. ▪ Prioritise the collection of the child as soon as possible when notified of an incident, injury, trauma or illness. ▪ Understand authorisation in the child's enrolment form for the approved provider, nominated supervisor or an educator to seek medical treatment for

	<p>the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service is a condition of enrolment.</p> <ul style="list-style-type: none"> ▪ Understand medication may be administered to the child in the case of an anaphylaxis or asthma emergency without their authorisation, if directed to do so by emergency personnel.
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MONITORING, EVALUATION AND REVIEW

Centacare will place this policy on the Archdiocesan Intranet (AI). Service Leaders 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.
- Summary information about fees and related procedures will be included in the CEEC information handbooks.
- Educators and families will be invited to participate in the review of this procedure.
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for Service Leaders and Responsible Persons in Charge will be provided using a range of learning platforms. Videos of some Xplor processes are available on [AI](#).
- Contact the Policy Sponsor for further interpretation of this policy.

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