



Administration of First Aid Policy

Background

The Beaconsfield Neighbourhood Centre (BNC) is committed to meeting the needs of the local community and ensuring that members are safe and protected. First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide first aid assistance to individuals in medical distress is a critical consideration for the Centre's operations.

As well as supporting all attendees at the Centre, first aid is particularly relevant for our Children's Room which offers licensed childcare sessions where educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication. We provide an environment that promotes children's health, safety and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid.

Purpose

The aims of this policy are to:

- Meet our duty of care and legislative requirements to provide first aid and protect the health and safety of children, staff, volunteers, members and visitors of the Centre.
- Support staff to preserve life, ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes, relieve pain if possible, and provide immediate and effective first aid to children or adults.
- Ensure the environment is safe and other people are not in danger of becoming ill or injured.

Policy Statements

First aid is the emergency help given to persons suffering illness or injury following an accident until more advanced care is provided, or the person recovers. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards, and participation in safety programs.

The Safe Work Australia First Aid in the Workplace Code of Practice recommends that first aid qualifications should be renewed every three years. Both the Australian Resuscitation Council Guideline 10.1 and the Safe Work Australia First Aid in the Workplace Code of Practice recommend that all those trained in CPR should refresh their CPR skills at least annually.

Due to the sessional nature of activities at the Centre and diverse part-time rosters, all staff employed at BNC undertake annual first aid training as required to ensure current approved first aid qualifications are maintained. Approved first aid qualifications includes cardiopulmonary resuscitation (CPR), convulsions, poisoning, respiratory difficulties, management of severe bleeding, injury and basic wound care and administration of an auto-immune adrenalin device.

In addition to an approved first aid qualification, the Children's Services Regulations 2020 require our Children's Room educators to have:

- Approved anaphylaxis management training
- Approved emergency asthma management training

The health, safety and welfare of children is a paramount consideration for our childcare service. Therefore, we will take every reasonable precaution to protect the children from hazards and harm and ensure that we are well prepared to administer first aid in the event of injury or illness including access to suitably equipped first aid kits.

First Aid Kits

BNC will display the well-recognised, standardised first aid sign to assist in easily identifying and locating first aid kits. All First Aid Kits at the Centre must:

- be suitably equipped and easily accessible by staff, educators, tutors and hirers.
- not be locked (or keys made available to Centre users when staff are not onsite).
- not contain paracetamol.
- be suitable for the number of employees, volunteers, members and children onsite and sufficient for the immediate treatment of injuries at the Centre.
- be constructed of resistant material, be dustproof be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments and of sufficient size to adequately store the required contents.
- be maintained in proper condition and the contents restocked as required.

The Children's Room Coordinator is the delegated individual responsible for maintaining all First Aid kits in the Children's Room. Each kit has a checklist and the Children's Room Coordinator will ensure there are required quantities, items are within their expiry dates, and sterile products are sealed. This will occur after each use or if unused, at least annually. The BNC Administration Officer (Purchasing Officer) will perform the same function for other Neighbourhood Centre kits and organise the annual check of all kits within the facility.

First Aid Kit Checklist

The Children's Room has three First Aid Kits:

Service First Aid Kit:

White solid case located in the bathroom area of the Children's Room.

Minimum Contents:

Antiseptic Wipes Antiseptic Spray Band Aids Dressing (Various Sizes) Bandages (Various Sizes) Gauze Eye Pads Tape Safety Pins	Eye Wash Burnaid Gel Instant Ice Pack Press Seal Bag Ventolin Epipen Thermometer Thermal Blanket Scissors	Tweezers Magnifying Glass Splinter Probes PPE Masks PPE Gloves Resuscitation Face Shield Notebook and pencil First Aid Instructions
---	---	--

Backpack Kit:

Backpack ready for emergency evacuation or excursions.

Minimum Contents:

Antiseptic Wipes Band Aids Dressing (Various Sizes) Bandages (Various Sizes) Gauze Eye Pads Eye Wash	Burnaid Gel Instant Ice Pack Press Seal Bag Thermometer Tape Safety Pins Scissors	Tweezers Magnifying Glass Splinter Probes PPE Masks PPE Gloves Resuscitation Face Shield First Aid Instructions
--	---	---

Portable Basic Kit:

Bumbag with essentials for use playground or transit between Beaconsfield Kindergarten.

Minimum Contents:

Antiseptic Wipes Band Aids Dressing (Various Sizes) Bandages (Various Sizes) Gauze	Eye Pads Tape Press Seal Bag Scissors Tweezers	Splinter Probes PPE Masks PPE Gloves Resuscitation Face Shield First Aid Instructions
--	--	---

The Neighbourhood Centre has an additional four kits:

Main Centre Kit:

Orange Case located on rear shelf in the office.

Antiseptic Wipes Antiseptic Spray Band Aids Dressing (Various Sizes) Bandages (Various Sizes) Gauze Eye Pads Tape	Eye Wash Burnaid Gel Instant Ice Pack Press Seal Bag Thermometer Cotton Tips Sickness Bags	Scissors Tweezers Magnifying Glass PPE Masks PPE Gloves Resuscitation Face Shield First Aid Instructions
--	--	--

Portable Basic Kit:

Small kit with readily accessible essentials located on rack inside office door.

Antiseptic Wipes Band Aids Dressing (Various Sizes) Bandages (Various Sizes) Gauze Eye Pads	Tape Eye Wash Burnaid Gel Instant Ice Pack Press Seal Bag Scissors	Tweezers PPE Masks PPE Gloves Resuscitation Face Shield First Aid Instructions
--	---	--

Foyer Kit:

Metal box affixed to wall in kitchenette. (Kept locked to avoid tampering – key issued to all hirers)

Antiseptic Wipes Band Aids Dressing (Various Sizes) Bandages (Various Sizes) Gauze Eye Pads	Tape Eye Wash Burnaid Gel Instant Ice Pack Press Seal Bag Scissors	Tweezers PPE Masks PPE Gloves Resuscitation Face Shield First Aid Instructions
--	---	--

Emergency Backpack Kit:

Kept in backpack ready for emergency evacuation.

Antiseptic Wipes Band Aids Dressing (Various Sizes) Bandages (Various Sizes) Gauze Eye Pads Tape	Eye Wash Burnaid Gel Instant Ice Pack Press Seal Bag Safety Pins Splinter Probes Tweezers	Scissors PPE Masks PPE Gloves Resuscitation Face Shield First Aid Instructions
--	---	--

All staff will continually consider whether the First Aid Kits and components are appropriate and effective for the Centre's hazards and the injuries that may occur. Review of incident, injury, trauma and illness records assist in making an informed decision about what to include or what is deemed unnecessary. If any First Aid Kit requires additional resources, the BNC Purchasing Officer will be notified.

Automated External Defibrillator (AED)

An Automated External Defibrillator (AED) is used to treat victims who experience Sudden Cardiac Arrest (SCA). It is only to be applied to victims who are unconscious, without pulse, signs of circulation or normal breathing. BNC has an AED onsite which is located in the storeroom of the community hall. Defibrillators must be used in conjunction with CPR and have verbal and visual instructions to guide people. A first aider cannot hurt someone by using a defibrillator as it only shocks a person who is in cardiac arrest. The AED will analyse the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise a shock. The AED must be maintained in a state of readiness. The BNC Administration Officer (Purchasing Officer) will undertake monitoring of the unit and manage any necessary service or replacement parts.

Roles and Responsibilities

Management (Approved Provider)	<ul style="list-style-type: none"> • Monitor policies to ensure compliance with legislative requirements. • Support staff to maintain their current first aid qualifications.
Children's Room Coordinator (Nominated Supervisor)	<ul style="list-style-type: none"> • Ensure at least one educator or staff member holds current approved first aid qualifications and is in attendance at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation. • Ensure an appropriate number of suitably equipped first aid kits are kept, having regard to the number of children at the service, and they are suitably equipped, easily recognisable and readily accessible to adults. • Create opportunities for children to learn and develop by incorporating health and safety into the educational program.
Staff/Educators	<ul style="list-style-type: none"> • Maintain current approved first aid qualifications. • Monitor and maintain stock in first aid kits. • Record information as soon as possible, and within 24 hours after the incident, injury, trauma or illness, in the Incident, injury, trauma and illness record (including any first aid administered), and ensure emergency contacts are appropriately notified. • Be aware of children attending the service with allergies and their attendance days and apply this knowledge when providing first aid. • While attending to a child requiring first aid, ensure other children are adequately supervised.
Parents/Guardians	<ul style="list-style-type: none"> • Provide authorisation in their child's enrolment form for the approved provider, nominated supervisor or an educator to seek medical treatment for their child from a registered medical practitioner, hospital or ambulance service and, if required, for transportation by an ambulance service

	<ul style="list-style-type: none"> • Be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation. • Notify the service upon enrolment of any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed • Ensure any medical management plans at the service are kept up-to-date. • If needed, collect their child as soon as possible when notified of an incident, injury, trauma or illness that required first aid. • 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. • Notify educators or staff 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. • Provide staff with updates whenever information changes.
--	---

Related Documents

Anaphylaxis Policy

Medical Conditions Policy

Sunsmart Policy

Child Safety and Wellbeing Policy

Water Safety Policy

Health, Cleaning & Hygiene Policy

Incident, Injury and Hazard Reporting Procedure

Emergency Management & Evacuation Policy

Enrolment Policy

Membership Policy

Medical Conditions Policy

Children's Services Regulations 2020: *Regulations 58, 95, 112*

Children's Room Policy and Procedures Handbook (contains all relevant policies)

Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Administration of First Aid Policy	Centre Coordinator	COM	Aug 2023	Original