Introduction
Bega Valley Shire Council education and care services will work to prevent and control accidents in the workplace. This will comply with Bega Valley Shire Council’s Work Health and Safety policy (5.05) and subsequent procedures.

Strategies
The Approved Provider and Nominated Supervisor will ensure:

- There is a qualified First Aid person at each education and care service to provide initial emergency treatment required by any person suffering injury or illness.

Provide first aid and emergency response
The Nominated Supervisor will:

- Ensure that there is always a person with First Aid qualifications rostered on duty at the education and care service.

All Staff and Educators with recognised First Aid qualifications will:

- Provide assistance and first aid to any child or adult with minor injuries or in a medical emergency.

Any Staff, Educator, Volunteer or Student without a recognised First Aid qualification will:

- Ensure that they can identify the First Aid person who is on the premises.

First Aid Equipment
All education and care services will have a designated First Aid Officer and a clearly identified First Aid kit. The First Aid Officer will be paid a fixed stipend to cover the responsibilities of these duties.

The First Aid Officer will:

- Regularly check supplies in the First Aid kits and discard any out of date stock.
- Order replacement supplies through Bega Valley Shire Council.
- Ensure any medications kept onsite have the child’s name, directions for use, dosage and current date
- Ensure the medications and instructions match the child’s Medical Management and Action plan.
All staff, educators and others will:

- Record details of any first aid equipment used on the Stock and Order list in the central First Aid kit to ensure that it is replaced in a timely manner.

**Prevention**

All children, families, Staff, Educators and others will:

- Contribute to accident prevention strategies. This means:
  - Follow Bega Valley Shire Council workplace health and safety policies and practices
  - Comply with signs or directions that indicate risks such as wet floors, the need to walk indoors, the need to hold hands when leaving the building or in car parks
  - Take risk control measures that include identifying, controlling, recording, reporting and minimising workplace hazards or risks

**Professional development**

Bega Valley Shire Council education and care services will cover the cost to educators of obtaining a recognised first aid, asthma response and anaphylaxis qualification by January 2013.

The Approved Provider and Nominated Supervisor will:

- Ensure all Staff are provided with information about how to respond to and record First Aid or medical emergency situations.

All Educators and Staff will:

- Ensure they are aware of how to respond to and record First Aid or medical emergency situations
- Obtain an ACEQUA recognised and approved First Aid, Asthma response and Anaphylaxis qualification by January 2013
- Be responsible for ensuring the First Aid, Asthma response and Anaphylaxis qualification is renewed prior to expiry
- Provide the education and care service with a copy of their current qualifications

**First aid and emergency response exercises**

The Approved Provider and Nominated Supervisor will ensure:

- A range of scenarios are available for all educators and staff to regularly practice first aid or emergency responses.
- Accidents and injuries are regularly reviewed to identify any patterns of accident
- Risk assessments and action management plans address any underlying causes of accidents or injury

The Educational Leader will ensure that:

- All educators and staff are involved in regular practice drills for first aid and emergency responses.
- Evaluate the effectiveness of all educators in performing first aid and emergency response and identify any improvements necessary.
- Advise the Nominated Supervisor of any issues arising from practice drills for first aid and emergency responses.
All Educators and Staff will:

- Take part in regular practice drills for first aid and emergency responses
- Provide information about how effective first aid and emergency responses
- Advise the Educational Leader of any issues arising from practice drills for first aid and emergency responses
- Involve children in evaluating how future accidents can be prevented

**Response to accidents or medical emergency**

The qualified First Aider will:

- administer emergency first aid taking care to follow all guidelines for self-protection, hygiene control and handling blood or body fluid spills
- call for help from other educators or staff and make sure that they dial 000 for emergency assistance if necessary
- continue to provide first aid until medical or emergency services arrive
- take the child’s enrolment form and accompany the child with the emergency services team to the hospital if necessary.

Other Educators working with the group will:

- Dial 000 (if required) to ensure that emergency assistance is on the way
- Ensure that other children and adults in the environment are safe and remain safe
- Ensure that the Nominated Supervisor or Responsible Person on the premises has been informed about the situation

The Nominated Supervisor/ Responsible Person should ensure:

- The child’s family or an authorised person has been contacted and advised of the situation as soon as practicable
- The child’s family or authorised person has information that enables them to access the child as soon as practicable
- That staff on the premises are relocated to cover the emergency and meet regulation requirements. This may involve calling in relief staff or asking ancillary staff to provide temporary primary contact to children for the duration of the emergency.
- Ensure that the Authorised Provider is advised of the incident and involved in the management of post incident information distribution and debriefing for those affected by the situation
- Ensure that all staff have access to Employee Assistance Program counsellors.
Self-protection and hygiene control

All First Aid responders will use appropriate self-protection strategies including:

• Ensure the environment is free of risk to the First Aider and to anyone else
• Call for assistance from other educators or adults in the environment for children who are not involved in the first aid or emergency response
• Use disposable gloves when dealing with blood, body fluids (including saliva) or faeces
• Wash hands before (if possible) and after administering First Aid
• Ensure that any people, body parts or clothing that come in contact with blood or body fluids (including saliva) are washed thoroughly with soap and warm water
• Place wastes contaminated with blood or body fluids in a plastic bag and seal for disposal
• Soak any bloodied areas with disposable paper towel and then a warm water and soap
• Thoroughly wash any instruments used in First Aid and sanitise using warm water/soap or in the recommended sanitising solution.
• Use a pocket mask with a one-way valve when performing Expired Air Resuscitation to minimise the risk of infection

Records and authorisations

Families will provide:

• An up to date individual record and Medical Management and Action Plan that has been completed in consultation with their medical practitioner for any child at risk of a medical emergency or accident. This includes ongoing medical conditions such as epilepsy, anaphylaxis, asthma, haemophilia, diabetes.
• Up to date information to the Educators about the child’s medical condition
• Authorisation for Educators to access medical, hospital, ambulance, dentist or other emergency services for their child while in the education and care service
• Ensure any necessary equipment including medications, ventilators and Epi-pens are provided to the service and kept up to date at any time the child attends the service.

Educational Leaders will ensure:

• Emergency response and Medical Management and Action Plans are kept and displayed where necessary with a child’s photo ID
• Any necessary equipment is available at any time the child is attending the education and care service.
• All educators are able to follow the emergency responses outlined in the Medical Management and Action Plan for a child in their care

Educators and Staff who provide First Aid or emergency medical response for any injury will:

• Complete an Accident, Injury, Trauma or Illness form.
• Ensure the family is notified about the first aid provided
• Ensure the family signs the form
Procedure 4.09.18 First Aid
Version: 2
Issued: 2 June 2015
Next review: November 2019

- Provide a copy of the form to the family, where requested
- Ensure the form is filed after completion and signing

If the injury is serious additional records and notifications by the Nominated Supervisor, Educational Leader and/or Responsible Person will include:

- Notification to the child’s or adult’s family as soon as practicable
- Immediate notification to the Nominated Supervisor and the Responsible Person on the premises
- Notification to the Approved Provider as soon as practicable
- Notification to Bega Valley Shire Council Workplace Health and Safety Officer as soon as practicable and within 24 ours
- Notification to Bega Valley Shire Council Insurance Officer as soon as practicable and within 24 hours
- Bega Valley Shire Council Near Miss/ Hazard Identification form
- Bega Valley Shire Council Risk Assessment and Control form
- Photos of the site of the accident and any equipment involved before any changes
- Details and diagram of how many children were in the group, their ages and locations
- Details and diagram of all Staff and Educators in the service, their qualifications and locations at the time of the accident, injury, trauma or illness
- Notice of serious accident to Department of Education and Communities within 24 hours
- Notice of serious accident to WorkCover, if advised to do so by Bega Valley Shire Council Workplace Health and Safety Officer.

The Nominated Supervisor and Administrative Officer will:

- Ensure that a record of all staff with First Aid qualifications will be kept and displayed by the education and care service.
- Ensure the phone number for emergency services is prominently displayed near each phone
- Ensure the emergency numbers for each child are up to date and displayed
- Ensure all individual child Accident, Injury, Illness or Trauma records are filed and records are maintained in Bega Valley Shire Council’s archive system.

**Evaluation**

All children, families and others receive appropriate first aid and emergency medical responses in a timely manner. Records are kept of all first aid and emergency medical responses.

**Legislative requirements**

- Education and Care Services National Regulations, 2011
- NSW Occupational Health and Safety Act 2000
References

- Bega Valley Shire Council, Emergency management and first aid procedure (5.05.2) Online: www.begavalley.nsw.gov.au
- Bega Valley Shire Council Children’s Services, Medical conditions policy, Operational Draft, June 2012.
- Community Child Care Co-operative, Sample Policy, First Aid