St Nicholas - Administration of First Aid Procedure

Section 1 - Purpose

(1) St Nicholas is committed to providing children with an environment that promotes their health, safety, and wellbeing. St Nicholas will provide immediate and effective first aid to children, St Nicholas team members, families, or visitors by suitably trained St Nicholas employees, as required.

(2) The Education and Care Services National Regulations (2011) require approved providers to ensure their services have policies and procedures in place in relation to administering first aid. This procedure need to be read in conjunction with the St Nicholas Compliance Policy.

Section 2 - Scope

(3) This procedure applies to all St Nicholas team members who educate and care for children in Early Education and OOSH services and the parents/carers of children who attend St Nicholas services.

Section 3 - Responsibility

ROLE	RESPONSIBILITIES
St Nicholas Approved Provider	• Ensure that the obligations under the Children (Education and Care Services National Law Application) Act 2010 (NSW) and Education and Care Services National Regulations (2011) are met. • Take reasonable steps to ensure that the St Nicholas Nominated Supervisor, St Nicholas team members and parents/carers follow the policy and procedures. • Store records appropriately, in accordance with the Privacy Policy and ICT - Information and Records Management Policy.
St Nicholas Nominated Supervisor/ St Nicholas Responsible Person	• Adhere to the St Nicholas Incident, Injury, Trauma, and illness Procedure in all accident situations. • Implement the St Nicholas Administration of First Aid procedure. • If required, ensure support for St Nicholas team members at the scene of the accident. • If necessary, organise alternate care or collection by parent/carers or authorised nominee of other children at the education service. • Ensure that all blood or bodily fluids are cleaned up in a safe manner (refer to the St Nicholas First Aid Procedure and St Nicholas Infectious Diseases Procedure). • Ensure that anyone who encounters any blood or fluids washes in warm soapy water. • Report accidents and/or incidents to appropriate authorities as soon as possible where medical or emergency attention was sought or should have been sought for a child (refer to St Nicholas Notification of a Serious Incident Procedure) • Ensure first aid kits are correctly stocked, within the expiration date, and stored appropriately. • Ensure appropriate educators are suitably trained in areas identified in 'Clauses 12 and 13 First Aid Qualifications'. • Ensure that all first aid kits and the contents are checked monthly and recorded on mnResponse, including expiry dates on applicable items.

ROLE	RESPONSIBILITIES
St Nicholas Team Members	• Adhere to the St Nicholas Incident, Injury, Trauma, and Illness Procedure in all accident situations. • Take immediate steps to secure urgent medical attention. • Reassure the other children and keep them calm, keeping them informed about what is happening, and away from the injured child. • Ensure that the child is kept under adult supervision until the child recovers or until a parent/carer or authorised nominee takes charge of the child. • Advise the parent/carer or authorised nominee if any matter concerning the child's health arises while the child is in attendance. • Ensure the child is returned as soon as practicable to the care of a parent/carer or authorised nominee of the child. • Inform the parent/carer or authorised nominee as required of the emergency. • Ensure a fully stocked and updated first aid kit is kept in a secure and accessible location at the service. Take a sufficiently stocked first aid kit on excursions. • Ensure a cold compress is available at the service. • Trainees and SBAT (School-based trainee) are not to administer first aid and are to seek support from a qualified St Nicholas team member.
Parents/Carers	• Provide authorisation in their child's enrolment form for the St Nicholas Approved Provider, St Nicholas Nominated Supervisor, or a St Nicholas team member 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. • 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 action plans that need to be followed. • Ensure any medical action plans at the service are kept current. • 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 contact listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention. • Notify the St Nicholas Nominated Supervisor or St Nicholas educator if there has been a change in the condition of the child's health, or of a recent accident or incident that may impact the child's care and require the administration of first aid. • Provide written consent for appropriate medical, dental or hospital treatment to be carried out in the event such actions appear necessary. • Supply the contact number of their preferred doctor and dentist, as well as the Medicare number and expiry date. • Supply contact information for those authorised to act in the event a parent/carer or authorised nominee cannot be contacted. • Ensure currency of all information by updating any changes immediately with the service.

Section 4 - Procedure

(4) Call 000 immediately in the event of a Serious incident (St Nicholas) or medical emergency.

Minor incident or accident

(5) In the case of a minor incident or accident:

a. Assess the injury.
b. Attend to the injured person and apply first aid as required.
c. Ensure disposable gloves are worn when dealing with all blood and bodily fluids and that they are cleaned up and disposed of in a safe manner in accordance with the St Nicholas Infectious Diseases Procedure.
d. Record the incident on an incident report in mnResponse.
e. Where the injury relates to a child, notify the parent/carer by phone after the incident if the child has head injury or the incident has caused the child to be distressed. Record notification on incident report in mnResponse.

Serious incident or accident

(6) In the case of a Serious incident (St Nicholas) or accident:

a. Assess the injury and decide whether the injured person or child needs to be attended to by a local doctor or whether an ambulance should be called.
b. If the injured person or child's injury is serious, the priority is to get immediate medical attention. Where the injury relates to a child, a parent/carer should be contacted straight away, if not possible, there should be no delay in organising proper medical treatment.
c. Attend to the injured person or child and apply first aid as required.
d. Ensure that disposable gloves are used with any contact with blood or bodily fluids.
e. Stay with the injured person or child until suitable help arrives or taken for further treatment.
f. Try to make the injured person or child as comfortable as possible and reassure them.
g. If an ambulance is called and a child is taken to hospital a St Nicholas employee will accompany the child if the parent/carer has not arrived.
h. Contact your St Nicholas Area Service Manager as soon as practically possible.
i. Record the treatment given on the incident report in mnResponse.
j. Refer to the St Nicholas Notification of Serious Incident Procedure.

General information

(7) Adult 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 including asthmatics, pregnant women, and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws.

(8) Children's paracetamol is to be stored in a lockbox. If it is required to be administered, employees are to refer to the St Nicholas Administration of Medication procedure.

(9) All St Nicholas team members and visitors requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary. These medications should be stored in a secure location and not accessible to children.

(10) First Aid should only be applied by a St Nicholas employee who has a valid First Aid Certificate. However, trainees who hold a valid First Aid Certificate are not to administer first-aid, unless in an Emergency.

(11) St Nicholas team members under the age of 18 years should not apply first aid until they:

a. turn 18 years of age; and
b. have a current, approved first aid qualification (see below).

(12) In the case of a needlestick injury, team members should refer to the Sharps Management Procedure.

First Aid Qualifications

(13) St Nicholas Early Education will ensure that in any location children are being educated and cared for, at least one St Nicholas employee will be in attendance who is immediately available in an emergency at all times, who:

a. holds a current, approved first aid qualification (training completed within the previous three years);
b. has undertaken approved anaphylaxis management training (training completed within the previous three years);
c. has undertaken approved emergency asthma management training (training completed within the previous

three years); and

d. holds current emergency life support training and cardiopulmonary training (CPR) (training completed within the previous year).

(14) The same person may hold one or more of these qualifications.

Section 5 - Legislative Requirements

Children (Education and Care Services) National Law 2010	**Section 167**	Offence relating to protection of children from harm and hazards
Education and Care Services National Regulations 2011	**Regulation 85**	Incident, injury, trauma and illness policies and procedures
	Regulation 86	Notification to parent of incident, injury, trauma, and illness
	Regulation 87	Incident, injury, trauma and illness record
	Regulation 88	Infection diseases
	Regulation 89	First aid kits
	Regulation 90	Medical conditions policy
	Regulation 92	Medication record
	Regulation 93	Administration of medications
	Regulation 94	Exception to authorisation requirement – anaphylaxis or asthma emergency
	Regulation 101	Conduct of risk assessment for excursion
	Regulation 102C	Conduct of risk assessment for transporting of children by the education and care service
	Regulation 136	First aid qualifications
	Regulation 137	Approval of qualifications
	Regulation 161	Authorisations to be kept in enrolment record
	Regulation 162	Health information to be kept in enrolment record
	Regulation 168	Education and Care Services must have policies and procedures
	Regulation 170	Policies and procedures to be followed
	Regulation 171	Policies and procedures to be kept available
	Regulation 172	Notification of change to policies or procedures
	Regulation 176	Time to notify certain information to Regulatory Authority
	Regulation 183	Storage of records and other documents

National Quality Standards	**Element 2.1.2**	Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented.
	Element 2.2.2	Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
	Element 4.1.1	Staffing arrangements: The organisation of educators across the service supports children's learning and development.
	Element 7.1.2	Management systems: Systems are in place to manage risk and enable the effective management and operation of a quality service.
	Element 7.1.3	Roles and responsibilities: Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Section 6 - Document Review

(15) This procedure will be reviewed when there is a legislative change, organisational change, delegations change or at least every 3 years to ensure it continues to be current and effective.

Status and Details

Status	Current
Effective Date	26th February 2025
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Approval Authority	Executive Director of St Nicholas
Approval Date	14th February 2025
Expiry Date	To Be Advised
Unit Head	Melissa Hill Director St Nicholas
Enquiries Contact	Nicole Baker Executive Manager - Quality Assurance - SN St Nicholas Quality Assurance

Glossary Terms and Definitions

"First Aid" - Immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

"Incident report" - An online incident report form in mnResponse that is to be completed as soon as practicable after an injury, illness, incident, near miss or hazard is reported, whether or not there has been a claim for compensation.

"Needlestick injury" - Wounds caused by needles or syringes that accidentally puncture the skin.

"mnResponse" - A simplified online system used by all agencies and staff that has replaced a range of paper-based forms. It is used for: • incident reporting; • hazard reporting; • feedback and complaints; • compliance and assurance activities; and • Risk Management activities.

"Families" - Means parents, carers, guardians, kin of the child attending a Diocesan service such as a Catholic school, St Nicholas Early Education Centre or CatholicCare and/or members of a clients family who care for and assist the client and/or those identified as family by the person engaging in services.

"St Nicholas Approved Provider" - The legal entity that holds responsibility for the service.

"St Nicholas team member" - Any St Nicholas Employee who holds a role within a service. This incorporates all service level roles, including leadership, cooks, educators, SBATs and trainees.

"St Nicholas educator" - All service roles who hold (or are working towards) an approved education and care qualification, in Education and Care Services National Regulations (2011 SI 653) regulations 126A, 135 and 324, means— (a) an approved certificate III level education and care qualification; or (b) an approved diploma level education and care qualification; or (c) an approved early childhood teaching qualification.

"St Nicholas Nominated Supervisor" - The Nominated Supervisor has day-to-day responsibility for the service in accordance with the Education and Care Services National Regulations (2011 SI 653). In relation to an education and care service, means a person who: • is nominated by the approved provider of the service to be a nominated supervisor of that service; and • has provided written consent to that nomination Education and Care Services National Regulations (2011 SI 653). In St Nicholas Early Education services, the Nominated Supervisor holds the title of Centre Director.

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"Trainee" - An employee who is undertaking formal learning and workplace training to gain a nationally recognised qualification.

"SBAT (School-based trainee)" - A school-based trainee (SBAT) is a high school student undertaking formal learning and part-time workplace training to gain an approved qualification.

"Emergency" - An incident, situation or event where this an imminent or severe risk to the health, safety or wellbeing of a person.

"Medication" - Includes prescription, over-the-counter and complementary medicines. All therapeutic good in Australia are list on the Australian Register of Therapeutic Good, available on the Therapeutic Goods Administration website.

"Approved anaphylaxis management training" - Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualification and training on the ACECQA website.

"Approved emergency asthma management training" - Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.

"Approved first aid qualification" - A qualification approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website with content such as: Emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.

"Medical Emergency" - An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.

"Serious incident (St Nicholas)" - Includes the following incidents occurring while or following the child being educated and cared for by a St Nicholas Service: • The death of a child; • Serious injury or trauma to a child; • Serious illness of a child • Any emergency for which emergency services attended • Where a child appears to be missing or cannot be accounted for, appears to have been removed or is mistakenly locked in or locked out of the education and care service premises or part of the premises.

"Trauma" - When a child or person feels intensely threatened by an event he or she is involved in or witnesses

"Medical Action Plan" - A document that has been written and signed by a doctor. It also describes symptoms, causes, clear instruction on action and treatment for the child's specific medical condition.

"St Nicholas Area Service Manager" - An employee who oversees the operations and management of a portfolio of St Nicholas services.