



Y WA

FIRST AID POLICY

ELCOSHCFDC

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VERSION CONTROL:

Version	Description of Revision	Date Effective	Owner
v2.0	Full review and moved to current template	08/05/2017	EM SD
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v3.1	YMCA WA changed to Y WA Reviewed for implementation of Xplor Branding updated Service Delivery updated to Education Youth and Leisure (EYL) Ezi-Debit updated to Direct Debit form Definition of terms updated Spelling and grammar checked Expression, grammar and setting out updated Renamed First Aid Policy ELCOSHCFDC-04-23-Pol	08/082024	EM EYL

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1 PURPOSE

The service will ensure the health and safety of children is attended to should they injure themselves whilst at the service. The Y WA will ensure that supplies are maintained, and staff are trained to provide first aid attention if required.

2 SCOPE

For all educators who work, and for children and families who access all Y WA services

3 DEFINITION OF TERMS

Term	Definition
ACECQA	Australian Children's Education and Care Quality Authority
OSHC	Outside School Hours Care
ELC	Early Learning Centres
First Aid	Is 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.
Y WA CS Management Team	Area Coordinator OSHC Manager General Manager
Approved anaphylaxis management training	Means anaphylaxis management training approved by the National Authority in accordance with Division 7 of the Regulations (ACECQA)
Approved emergency asthma management training	Means emergency asthma management training approved by the National Authority in accordance with Division 7 of the Regulations.
Regulations	Education and Care Services National Regulations 2012

Term	Definition
Current	<p>The following qualifications are taken to be current if the qualification was attained or the training was undertaken within the previous three years:</p> <ul style="list-style-type: none"> a. Approved first aid qualifications (except for a qualification that relates to emergency life support and cardio-pulmonary resuscitation which must be completed within the previous year) b. Approved anaphylaxis management training c. Approved emergency asthma management training <p>Approved providers have until 1 April 2024 for any necessary training to be undertaken to ensure first aid qualifications and anaphylaxis and asthma management training is current.</p>

4 FIRST AID OFFICER

4.1 Attendance Requirements for Centre-Based Services

At all times while children are being educated and cared for at a Y WA service, there must be present and immediately available in case of an emergency -

- At least one staff member or nominated supervisor, or educator with a current approved first aid qualification.
- At least one staff member or nominated supervisor, educator with current approved anaphylaxis management training.
- At least one staff member or nominated supervisor, or educator with current approved emergency asthma management training.

4.2 Family Day Care Service Requirements

The approved provider must ensure that each family day care educator and educator assistant:

- Holds a current approved first aid qualification.
- Has undertaken current approved anaphylaxis management training.
- Has undertaken current approved emergency asthma management training.

5 QUALIFICATIONS

First aid qualifications include training in the following that relates to and is appropriate to children:

- emergency life support and cardio-pulmonary resuscitation,
- convulsions,
- poisoning,
- respiratory difficulties,
- management of severe bleeding,
- injury and basic wound care,
- administration of an auto-immune adrenalin device,

and has been approved by the National Authority in accordance with Division 7.

6 FIRST AID KIT

An appropriate number of first aid kits must be kept having regard to the number of children being educated and cared for by the service.

As a guide one kit for every 25 children, however, more may be required for high risk activities or if children are located in different buildings or floors or areas.

First aid kits must be fully equipped and properly maintained and easily recognisable. First aid kit will be kept readily accessible to adults, having regard to the design of the education and care service or FDC premises. This kit must include:

- a) a triangular bandage and crepe bandage,
- b) an adequate variety of sterile wound dressings,
- c) a resuscitation face shield,
- d) a notebook and pencil,
- e) scissors,
- f) disposable gloves,
- g) a cold pack for treatment of bruises and sprains.

Each first aid kit will be checked quarterly using a checklist (see Attachment 1) to record the findings and to ensure it is fully stocked and all contents are within their expiry dates. Checklists will be monitored by Health and Safety advisor.

7 COMMUNICATION

Emergency services contact details including the telephone number of the Poisons Information Centre and local hospital or medical centre will be displayed next to the telephone.

8 RECORD KEEPING

Any injuries resulting in a child requiring medical attention or any incidents resulting in first aid being administered must be documented on the incident report form.

The child's parent will be contacted immediately along with the Y WA CS management team who will appropriately notify the regulatory authority.

9 LEGISLATION

Education and Care Services National
REGULATIONs 2012
Education and Care Services National Law (WA) 2012
Guide to the National Quality Standards
Regulation

10 CONSIDERATIONS

Section 167	Offence relating to protection of children from harm and hazards
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	Infectious diseases
Regulation 89	First aid kits
Regulation 90	Medical conditions policy
Regulation 92	Medication record
Regulation 93	Administration of medication
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 qualification
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 169	Additional policies and procedures – family day care service
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

11 RELATED DOCUMENTS

HSS-001F	Incident Report Form
EYL-ELCOSHCFDC-04-25	Hygiene infectious diseases and blood spills policy
EYL-ELCOSHCFDC-04-18	Incident, injury, trauma, and illness
EYL-ELCOSHCFDC-04-13	Acceptance and refusal of authorisations
SD-ELCOSHCFDC-04-18	Water safety
EYL-ELCOSHCFDC-04-15	Sun protection
SD-ELCOSHCFDC-04-13	Dealing with medical conditions in children
EYL-002-POL	Safe transportation of children
SD-ELCOSHCFDC-04-24	Emergency and evacuation
SD-ELCOSHCFDC-02-02	Enrolment and orientation
	Providing a child safe environment



HSSF-011

First Aid Kit Checklist

Note: This First Aid Kit Checklist is the minimum requirements for 0-30 person's onsite at a program/service. If your program/service has over 30+ persons, multiply the requirements or utilise this listing for each first aid kit onsite. E.g., A Recreation Centre may have over 50 persons in the facility at any one time and have assessed that they require 3 first aid kits - of which they use 3 of these checklists.

Program/Service Name:		Year				
First Aid Kit Number:		Number of First Aid Kits:				
Item	Minimum Quantity	Quarter 1 (JAN-MAR)	Quarter 2 (APR-JUN)	Quarter 3 (JUL-SEPT)	Quarter 4 (OCT-DEC)	
First Aid Booklet	1					
First Aid Sign	1					
Emergency Numbers	1					
Resuscitation Face Mask	1					
Disposable Gloves	5					
Gauze Pieces Sterile (3 per Pack)	5 Packs					
Saline (15ml)	8					
Wound Cleaning Wipe	10					
Adhesive Dressing Strips - Plastic or Fabric (Packet of 50)	1					
Splinter Probes (Single Use/Disposable)	10					
Tweezers	1					
Antiseptic Liquid/Spray	1					
Non-adherent wound dressing/pad (Small)	6					
Non-adherent wound dressing/pad (Medium)	3					
Non-adherent wound dressing/pad (Large)	1					
Conforming cotton bandage (5cm)	3					



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Item	Minimum Quantity	Quarter 1 (JAN-MAR)	Quarter 2 (APR-JUN)	Quarter 3 (JUL-SEPT)	Quarter 4 (OCT-DEC)
Conforming cotton bandage (7.5cm)	3				
Crepe Bandage (10cm)	1				
Scissors	1				
Adhesive Tape - Hypo allergic/non-stretch (2.5cm)	1				
Safety Pins	10				
Wound Dressings (Medium)	1				
Wound Dressings (Large)	1				
Combine Pad Dressing	1				
Plastic Clip Seal Bags	3				
Triangular Bandage	2				
Eye Pad	4				
Instant Ice Pack	2				
Heavy Duty Crepe Bandage	1				
Sting Relief Cream/Gel/Spray	1				
<p><i>Medication 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. Staff requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.</i></p>	Inspection Date:				
	Inspection Completed By:				
	Replenishment Date:				
	Supervisor Approval/Sign-off				