

First Aid Policy



Policy Relevant to: All Staff & Educators

Procedure: Administration of First Aid

Last Reviewed: October 2019

Next Review: October 2022

NQF Reference: National Law section 167

National Regulations 89, 136, 168 NQS 2

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs.

Goal

Adventure Patch (AP) is committed to providing a safe and healthy environment for all. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. Educators are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

Responsibilities

Adventure Patch is committed to ensuring the health, safety and welfare of its employees, children, and their families by providing first aid resources and facilities including;

- Trained first aid officers.
- Ensure that at least one educator is in attendance at the service at all times who holds a current approved first aid qualification.
- All services, LDC, OSHC, FDC offices and Administration are fitted with defibrillators.
- Ensure First Aid officer has undertaken approved anaphylaxis and emergency asthma management training;
- A properly stocked first aid kit in all areas.
- All incidents will be documented and stored according to regulatory requirements.

First Aid Officers

Adventure Patch will ensure:

- That appointed and trained educators are supported to ensure they hold current recognised first aid qualifications as outlined in Regulation 136.
- That appointed and trained educators have undertaken current approved anaphylaxis management training
- That appointed and trained educators have undertaken current approved emergency asthma management training
- Employee induction includes an induction to the first aid policy.

- Directors and Coordinators to ensure the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a staff register.

Use of First Aid Supplies

First aid supplies may be used as required by employees in consultation with an appointed and trained first aid officer.

All illnesses and injuries should be reported if use of either first aid supplies.

Please note that misuse of first aid supplies will be considered breach of Adventure Patch policy and could result in disciplinary action.

Re Stocking First Aid Kits

As part of monthly checks co-ordinators are required to check first aid kits. If you become aware that supplies are low or insufficient, please report to your co-ordinator/supervisor so kits can be replenished.

Please note that the Adventure Patch has a schedule for re-stocking kits with St John Ambulance to ensure kits are complete and within date.

Workplace Injuries

All injuries that occur in the workplace should be reported to a trained first aid officer and co-ordinator/supervisor as soon as reasonably practicable.

This is to ensure that treatment can be provided if required and management can maintain a record of injuries that have occurred to assist in the management of workplace injuries.

Central Services will retain completed reports, so that incidents can be reported to the Board of Directors and Regulators as required

