



## POLICY STATEMENT

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TWOOSH provides and maintains a high level of care for children attending TWOOSH. TWOOSH will ensure that necessary educators are suitably qualified in emergency first aid management and that first aid equipment and support is available to all children, educators and visitors and whilst on excursions. TWOOSH aims to ensure all permanent educators undertake senior first aid, asthma management and anaphylaxis management training to ensure full and proper care of all is maintained. TWOOSH will communicate promptly and effectively with parents if first aid needs to be administered.

## CONSIDERATIONS

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- Education and Care Services National Regulation 2011 (12, 87,86, 88 89).
- National Quality Standard Area 2.1.
- TWOOSH Family handbook
- Management of Incident, Illness, Injury and Trauma Policy
- Dealing with infectious diseases Policy
- Children (Education and Care Services) National Law (NSW) s174
- My Time, Our Place
- ACECQA "Frequently asked questions"

## PROCEDURE

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- ◆ The Nominated Supervisor is responsible for ensuring that a minimum of one educator who is currently qualified in senior first aid, asthma management and anaphylaxis management is present at TWOOSH at all times when caring for children.
- ◆ TWOOSH aims for all permanent educators to hold a current first aid qualification over and above the minimum requirements. A training record is kept with educator records in the office, outlining attended courses, qualifications, and when they expire.
- ◆ A current first aid certificate and asthma and anaphylaxis management certificate or willingness to undergo training will be advertised as part of all new positions.
- ◆ The TWOOSH training budget will include the cost of all courses pertaining to obtaining or renewing first aid certification for each educator.
- ◆ A fully stocked and updated first aid kit and asthma management kit is kept in each of the following designated LOCATIONS (in the sports shed, in the main building and in the senior room). Management is to ensure that this is easily accessible to all educators and volunteers and kept inaccessible to the children.
- ◆ A separate travelling first aid kit will be also maintained and taken on all excursions and outdoor activities.
- ◆ An educator in each space used by TWOOSH will also carry a small first aid kit with basic first aid supplies.

- ◆ The first aid kit will contain the minimum equipment suggested by the Red Cross or St John's Ambulance and a first aid manual will be kept at TWOOSH, as listed on the 'First Aid Checklist'.
- ◆ Prescribed medication provided by individual families for anaphylaxis, asthma and other medical conditions will be kept in the designated area.
- ◆ TWOOSH ensures that at least two emergency EpiPens and asthma reliever inhalers (e.g. Ventolin) are purchased and kept at the centre.
- ◆ Guardians are responsible for ensuring that all medication is replaced by the due date. Emergency EpiPen, asthma inhaler and a child's individual medications will be taken on all excursions.
- ◆ Cold packs will be kept in the freezer for treatment of bruises and swelling.
- ◆ An inventory of the kits will be maintained and checked by an educator at least once per term.
- ◆ An educator will be responsible for maintaining the kits to ensure that they are fully stocked, and that all items are within the use by date.
- ◆ At orientation, educators and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.
- ◆ Qualified first aiders will only administer first aid in minor accidents or, in more serious accidents, stabilise the victim until expert assistance arrives.
- ◆ Telephone numbers of emergency contacts, local doctor and Poisons Centre will be located next to the phone.
- ◆ In the event of an emergency, the educator administering the first aid must not leave the patient until emergency services or the guardian arrives. A second educator should make all emergency calls. All other educators will keep other children safe, assured and away from the scene.

### In the case of a minor accident, the first aid attendant will:

1. Reassure the child.
2. Assess the injury.
3. Attend to the injured child and apply first aid as required.
4. Ensure that disposable gloves are used for any contact with blood or bodily fluids.
5. Ensure that all blood or bodily fluids are cleaned up and disposed of safely as per the infectious diseases policy.
6. Ensure that anyone who has come into contact with any blood or fluids washes their hands and any other affected area thoroughly with warm soapy water.
7. Record the incident and treatment given by filling in an 'Incident, Injury, Trauma and Illness' form which records the following details:
  - ◆ Name and age of child
  - ◆ Date, time, and location of incident
  - ◆ Description of injury and circumstances of how it occurred, including witnesses
  - ◆ Treatment given and name and signature of first aid attendant
  - ◆ Details of any medical personnel contacted
  - ◆ Name and details of any parent or emergency contact notified or attempted to notify
  - ◆ Time and date of report and name and signature of a person making report
  - ◆ Name and signature of nominated supervisor.
8. Notify the guardian either by phone after the incident if necessary, or on their arrival to collect the child if not urgent.
9. Guardian signature on the 'Incident, Injury, Trauma and Illness' form will be gained at the earliest convenience. The form is to be signed by Director and responsible person, then filed away in the child's file.

Where TWOOSH has had to administer first aid and the incident is deemed serious as per Regulation 12, the Nominated Supervisor will ensure that the steps outlined in the 'D-13 Management of Incident, Injury, Illness and Trauma' policy are followed and the Regulatory Authority is notified within 24 hours of either the incident, or them becoming aware of the incident.

## Revisions

**Date of next review: September 2025**

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<b>Date</b>	<b>Reviewer</b>	<b>Approved by</b>
<b>21.06.22</b>	AR	TWOOSH Management Committee
<b>25.03.24</b>	BU	TWOOSH Management Committee

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