

Children's Health & Safety

First Aid Policy.

Our Vision.

To give every child **the best start in life.**

Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

Our Values.

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| Care | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| Quality | We maintain the highest standards in care and safety and provide exceptional early years education. |
| Service | We provide exceptional service and are integral to supporting parents bringing up children. |
| Value | We provide outstanding value for our families. |



Busy Bees Early Learning Australia has a duty of care to provide and protect the health and safety of children, families, employees, and visitors of the Service. We aim to support employees to apply basic first aid to persons who become ill or injured whilst at the Service, by having all employees maintain current first aid qualifications and maintain appropriate first aid kits.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2 – Children's Health and Safety	
2.1 - Health	2.1.1 – Wellbeing and Comfort
	2.1.2 – Health Practices and Procedures
2.2 - Safety	2.2.2 – Incident and Emergency Management

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS

Part 6	Operating an Education and Care Service (Law – 167, 168, 174)
Part 4.2	Children's Health and Safety (Reg – 12, 85, 86, 87, 88, 89, 93, 94, 97)
Part 4.4	Staffing Arrangements (Reg – 136)
Part 4.7	Governance and Leadership (Reg – 161, 168, 170, 171, 172, 174, 175, 176)

RELATED POLICIES

Administration of Medication Policy	Medical Conditions Policy
Confidentiality and Privacy Policy	Record Keeping and Retention Policy
Health and Hygiene Policy	Responsible Person Policy
Infectious Disease and Immunisation Policy	Supervision Policy
Incident, Injury, Trauma, and Illness Policy	Work Health and Safety Policy

PURPOSE

For this policy, an appropriately qualified person is someone who holds an approved and current First Aid Qualification – that includes First Aid, Asthma, Anaphylaxis, and current CPR Certificates.

SCOPE

Children, Busy Bees Employees, Management, Visitors and Families

POLICY

Busy Bees Early Learning Australia has a duty of care to ensure and protect the health and safety of children, families, employees, and visitors. They must respond to incidents and emergencies that occur and administer first aid as required. First aid will only be administered by appropriately qualified employees in the event of minor incidents or to stabilise an injured person until expert assistance arrives.

First aid is the emergency aid or treatment given to persons suffering illness or injury following an incident 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.

Legislation that governs the operation of approved children's Services is based on the health, safety, and welfare of children, and requires that children are protected from hazards and harm. All children, families, employees, and visitors have a right to a safe environment that is free from hazards that may cause harm. As such, all employees must be appropriately qualified in first aid as a condition of employment and maintain the validity of this qualification for the duration of their employment with Busy Bees.

First Aid Qualifications

Employees are responsible for ensuring they maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required every three years and refresh their CPR training at least annually. The certification should state the date when the course was completed and the date of expiry or validity.

All employee first aid training details will be recorded on the Staff Schedule Tool and certifications will be kept up to date in each employee's profile in the staffing folder. It is the employee's responsibility to provide current certificates as they are updated.

Busy Bees will ensure that there is always at least one staff member with current first aid qualifications in attendance when education and care is provided to children. Busy Bees have elected that all employees must hold and maintain a first aid certificate. The only exception is a trainee Cert III who is yet undertaken this training.

Administration of First Aid

Busy Bees will ensure parents/guardians provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital [Reg. 161(1)(a)]

Employees will administer first aid in line with their training.

In instances of responding to children or persons with medical management plans in the event of an emergency, individual medical management plans will be followed.

In the case of anaphylaxis and asthma emergencies, employees will follow general use first aid plans from ASCIA and the National Allergy Council noting if the centre has medication for the condition it can be administered without written consent from the family in an emergency.

Busy Bees management will ensure that employees are offered support and debriefing after a serious incident requiring the administration of first aid.

Employees are to ensure that all persons who enter the Service are cared for with utmost respect. This could mean removing the person to another area or relocating children to other areas for the privacy of the injured person requiring first aid treatment. Employees cannot perform first aid on others if their qualifications are not current

First Aid Kits and Storage of Medications

Employees will be informed of the location of first aid kits, medication storage locations, individual children's allergies, and their medical action plans upon induction, and will always be updated of any changes made.

First aid kits will be kept in accordance with National Education and Care Service Regulations and are supplied, audited, and restocked on a quarterly basis by an authorised National Supplier. A well-recognised, standardised first aid sign will be displayed to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

First aid kits will be easily accessible and located where there is a risk of injury occurring and must not be locked.

All kits must be suitably equipped for the number of employees and children and sufficient for immediate treatment and be provided on each floor of a multi-level workplaces, in all work vehicles and a portable kit on hand for excursions.

Notification of Incident

Employees will ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma and ensure that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record accurately.

Busy Bees will ensure families are notified as soon as practicable or within 24 hours if their child has been involved in serious incident, injury, trauma or illness at the Service and that details are recorded on the Incident, Injury, Trauma, and Illness Record. Regulatory Authorities will be informed within 24 hours if a child is involved in a serious incident, injury, trauma, or illness.

Families will be required to sign Service records of incidents, injuries or illnesses that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child.

SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations \(Amended 2023\)](#)

[Education and Care Service National Law Act 2010 \(Amended 2023\)](#)

[Early Childhood Australia](#)

[Staying Healthy: 6th Edition Preventing infectious disease in childcare](#)

[ACECQA Approved Qualifications](#)

[Safe Work Australia First Aid](#)

VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replaces all previous versions
2	01/07/2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Inclusion of General Use Medications
3	01/08/2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	External review by consultant

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