

Rationale

To ensure that first aid facilities are adequate easily accessible and that a first aid qualified member of staff is readily available at all times for the immediate treatment of injuries and illnesses.

Scope

This policy, and its associated documents, applies to the entirety of SDN Children’s Services and the entirety of its wholly owned subsidiaries.

The policy applies to all SDN sites, SDN Board members, staff members, children, families, students, volunteers, contractors and visitors.

Key Term

First aid

This refers to emergency treatment given to persons suffering illness or injury following an accident, incident or medical emergency prior to obtaining professional medical services, if required. It includes administering medication, emergency treatment, incident reporting, maintenance of records, dressing of minor injuries, hazard identification, and participation in safety programs.

Policy

All SDN services will have a first aid kit on site, which will be maintained adequately, easily accessible and readily available.

SDN will have at least one staff member on the premises at all times who holds a current approved first aid qualification.

First aid will be administered in accordance to the guidelines and recommended practices of a first aid qualification.

All incidents, including those that require first aid treatment, will be documented in compliance with the regulatory requirements, e.g. completing the *SDN Incident/Injury/Near Miss Form* or the *Child Incident, Injury, Trauma and Illness Form*.

Related SDN Documents

Policies

- SD-OP-2.15: Child Incident, Injury, Trauma and Illness

- WHS-OP-4.04: Injury Management

Procedures

- WHS-PRO-4.04-01: Injury Management
- WHS-PRO-4.05-01: First Aid
- SD-PRO-2.15-01: Child Incident, Injury, Trauma and Illness
- Hazard Identification and Reporting Procedure (to be created)
- Incident/Injury/Near Miss Reporting Procedure (to be created)

Forms/Templates

- WHS-FRM-1.06-01: Risk Assessment Form
- SD-FRM-2.15-01-01: Child Incident, Injury, Trauma and Illness Form
- WHS-FRM-4.05-01-01: First Aid Kit Checklist – NSW
- WHS-FRM-4.05-01-02: First Aid Kit Checklist – ACT
- WHS-FRM-4.05-01-04: First Aid Identification Sheet Template
- WHS-FRM-4.04-01-01: Incident/Injury/Near Miss Report Form

Relevant Legislation/Regulations

- Education and Care Services National Law Act 2010, section 291
- Education and Care Services National Regulations 2011, regulations 89, 168 (2)(a)(iv), 136 and 190
 - Schedule 1: National Quality Standard, standard 2.3, elements 2.1.4 and 2.3.2
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- NDIS Practice Standards and Quality Indicators
- NDIS Incident Management and Reportable Incident Rules 2018

Other Reference/Related Document

- WorkCover’s 2001 Guide First Aid in the Workplace, along with other relevant publications and resources

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