



# ADMINISTRATION OF FIRST AID POLICY

Under the Education and Care Services National Regulations the approved provider must ensure policies and procedures are in place for the administration of first aid (Reg. 168) and take reasonable steps to ensure policies and procedures are followed. First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an early childhood service where educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

## NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY |                                   |  |
|--|-----------------------------------|--|
| 2.1.1  | Wellbeing and comfort             | Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation. |
| 2.1.2  | Health practices and procedures   | Effective illness and injury management and hygiene practices are promoted and implemented.  |
| 2.2  | Safety                            | Each child is protected.   |
| 2.2.1  | Supervision                       | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.                                  |
| 2.2.2  | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.          |

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS |   |
|--|---|
| 12   | Meaning of serious incident                                     |
| 85   | Incident, injury, trauma and illness policies and procedures    |
| 86   | Notification to parents of incident, injury, trauma and illness |
| 87   | Incident, injury, trauma and illness record                     |
| 88   | Infectious diseases   |

|                   |  |
|-------------------|--|
| 89                | First aid kits   |
| 90                | Medical conditions policy  |
| 92                | Medication record  |
| 93                | Administration of medication   |
| 94                | Exception to authorisation requirement-anaphylaxis or asthma emergency                   |
| 97                | Emergency and evacuation procedures  |
| 101               | Conduct a risk assessment for excursions   |
| 102C              | Conduct a risk assessment for transporting of children by the education and care service |
| 136               | First aid qualifications   |
| 137               | Approval of qualifications   |
| 161               | Authorisations to be kept in enrolment record  |
| 162               | Health information to be kept in enrolment record  |
| 168<br>(2)(a)(iv) | Education and care service must have policies and procedures                             |
| 170               | Policies and procedures to be followed   |
| 174               | Prescribed information to be notified to Regulatory Authority                            |
| 176               | Time to notify certain information to Regulatory Authority                               |
| 183               | Storage of records and other documents   |

## RELATED POLICIES

|  |  |
|--|--|
| Administration of Medication Policy<br>Anaphylaxis Management Policy<br>Asthma Management Policy<br>Child Safe Environment Policy<br>Diabetes Management Policy<br>Emergency and Evacuation Policy<br>Enrolment Policy<br>Epilepsy Policy<br>Family Communication Policy | Health and Safety Policy<br>Incident, Injury, Trauma and Illness Policy<br>Responsible Person Policy<br>Safe Transportation Policy<br>Sick Child Policy<br>Sun Safety Policy<br>Supervision Policy<br>Water Safety Policy<br>Work Health and Safety Policy |
|--|--|

## PURPOSE

Our Service has a duty of care to provide and protect the health and safety of children, educators, and visitors of the Service. This policy aims to support educators to:

- Preserve life
- Ensure the environment is safe and other people are not in danger of becoming ill or injured
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes

- Relieve pain if possible
- Monitor ill or injured persons and promote recovery
- Provide immediate and effective first aid to children or adults
- Apply additional first aid if the condition does not improve

*‘First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.’ (Safe Work Australia).*

## SCOPE

This policy applies to children, families, educators, staff, approved provider, nominated supervisor, management and visitors of the Service.

## IMPLEMENTATION

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. 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.

### Management is responsible for:

- taking every reasonable precaution to protect children at the Service from harm and/or hazards that can cause injury
- ensuring that the following qualified people are in attendance **at all times** the service is providing education and care to children
  - at least one staff member or one nominated supervisor who holds a current ACECQA approved first aid qualifications
  - at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training
  - at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training
 (one staff member may hold one or more of the three qualifications)
- appointing a nominated first aid officer

- ensuring a risk assessment is conducted prior to an excursion or regular outing to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]
- providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards
- providing and maintaining a transportable first aid kit that can be taken to excursions and other activities
- ensuring that first aid training details are recorded and kept up to date on each staff member's record
- ensuring there is an induction process for all new staff, including casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements and individual children's allergies and individual medical management plans
- ensuring that parents are notified when practicable or within 24 hours if their child is involved in an incident, injury, trauma or illness at the Service and that details are recorded on the *Incident, Injury, Trauma* Record.
- ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service
- ensuring that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

#### A Nominated Supervisor/ Responsible Person will:

- maintain a current approved first aid qualification
- support staff when dealing with a serious incident and/or trauma
- maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards
- maintain a transportable first aid kit/s that can be taken to excursions and other activities
- monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached
- dispose of out-of-date materials and supplies appropriately
- ensure safety signs showing the location of first aid kits are clearly displayed

- ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA
- keep up to date with any changes in the procedures for the administration of first aid
- contact families immediately if a child has had a head injury whilst at the Service
- ensure that appropriate documentation is being recorded by the Nominated Supervisor / Responsible Person regarding incidents, injury, trauma, and illnesses and the administration of first aid.

Documentation of the following must be recorded:

- name and age of the child
- circumstances leading to the incident, injury, trauma, or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.
- ensure families are notified of any event requiring first aid administration as soon as practicable but no later than 24 hours after the incident, injury or trauma requiring first aid

#### Educators will:

- implement appropriate first aid procedures, when necessary, by adhering to the Service's *Administration of First Aid Policy*
- maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required (Safe Work Australia recommends first aid qualifications should be renewed every three years)
- refresh their CPR annually
- ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- ensure that the details of any incident requiring the administration of first aid are recorded on the *Incident, Injury, Trauma Record* accurately
- conduct a risk assessment prior to an excursion, regular outing or when providing regular transportation of children to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]

### Families will:

- sign Service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid treatment that was given to the child
- provide the required information for the Service's medication record
- provide the service with a medical management plan for their child if required
- provide written consent (via the enrolment record) for service staff to administer first aid
- 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
- be contactable, either directly or through emergency contacts listed on the child's enrolment record.

### First Aid Kit

The Approved Provider of the Service will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations (regulation 89).

#### All First Aid Kits at the Service must:

- be suitably equipped
- not be locked
- not contain paracetamol
- be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Service
- be easily accessible to staff and educators
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- contain a list of the contents of the kit
- be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not degraded or expired
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
- be easily recognisable
- be easy to access and if applicable, located where there is a risk of injury occurring
- include emergency telephone numbers, and location of the nearest first aid trained educators

- be taken on excursions
- be maintained in proper condition and the contents restocked as required.

Our First Aid delegated individual responsible for maintaining all First Aid kits at the Service is:

| FIRST AID OFFICER  |                      |
|--|----------------------|
| Name   | Megan Hipkiss        |
| Role   | Nominated Supervisor |
| Number of First Aid Kits Responsible for at the Service: | 8                    |
| Additional First Aid Officer:                            | Mikayla Blight       |

These individuals are responsible for conducting and maintaining each first aid kit by complying with the First Aid Checklist, certifying each kit has the required quantities, items are within their expiry dates, and sterile products are sealed. This will occur after each use or if unused, at least annually.

Individuals along with the Nominated Supervisor will also consider whether the first aid kits and components are appropriate and effective for the Service's hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the Nominated Supervisor.

Our Service will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

### First Aid Kit Checklist

Our Service will use the Checklist provided by the ***Childcare Centre Desktop***.

Safe Work Australia's First Aid in the Workplace Code of Practice also provides a guide to what to include in a First Aid Kit. (Appendix E- Example of contents)

<https://www.safeworkaustralia.gov.au/doc/model-codes-practice/model-code-practice-first-aid-workplace>

We will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at our Service and what injuries children or adults

may incur. We will review our incident, injury, trauma and illness records to assist us in making an informed decision about what to include.

For further advice on first aid in the workplace, refer to the following website for state and territory specifications. <https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/first-aid>

## Source

Australian Children's Education & Care Quality Authority. (2014).

Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines- *Administration of First Aid Policy Guidelines*

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

Revised National Quality Standard. (2018).

Safe Work Australia First Aid in the Workplace Code of Practice: <https://www.safeworkaustralia.gov.au/law-and-regulation/codes-practice>

Safe Work Australia Legislative Fact Sheets First Aiders

## REVIEW

|                    |  |                      |                  |
|--------------------|--|----------------------|------------------|
| POLICY REVIEWED BY | Megan Hipkiss  | Nominated Supervisor | May 2022         |
| POLICY REVIEWED    | MAY 2022   | NEXT REVIEW DATE     | MAY 2023         |
| MODIFICATIONS      | <ul style="list-style-type: none"> <li>policy maintenance - no major changes to policy</li> <li>minor formatting edits within text</li> <li>hyperlinks checked and repaired as required</li> </ul>   |                      |                  |
| POLICY REVIEWED    | PREVIOUS MODIFICATIONS   |                      | NEXT REVIEW DATE |
| OCTOBER 2021       | <ul style="list-style-type: none"> <li>Policy reviewed and included suggested guidelines from ACECQA Administration of First Aid Policy (August 2021)</li> <li>Additional legislative requirements added</li> <li>Additional related policies</li> </ul>   |                      | MAY 2022         |
| MAY 2021           | <ul style="list-style-type: none"> <li>minor edits</li> <li>risk assessment for regular outing added</li> <li>annual training for auto injectors highlighted as best practice (not mandatory)</li> <li>reference to Administration of First Aid</li> </ul> |                      | MAY 2022         |



|                |   |                |
|----------------|---|----------------|
| MAY 2020       | minor changes- rewording of mandatory regulations regarding minimum staffing qualifications<br>minor formatting edits<br>sources checked for currency   | MAY 2021       |
| MAY 2019       | Sources checked for currency.<br>URLs added.<br>Sources/references alphabetised.<br>Minor formatting for consistency throughout policy.<br>'Related policies' alphabetised.   | MAY 2020       |
| MAY 2018       | Updated policy to work in collaboration with Safe Work Australia.   | MAY 2019       |
| OCTOBER 2017   | <ul style="list-style-type: none"> <li>Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.</li> <li>Updated to include revised National Quality Standard</li> </ul> | SEPTEMBER 2018 |
| SEPTEMBER 2017 | Minor changes made to policy  | SEPTEMBER 2018 |
| SEPTEMBER 2016 | New Format created and policy created   | OCTOBER 2017   |