

CHILDREN'S SERVICES – ADMINISTRATION OF FIRST AID POLICY

STANDARD OPERATING PROCEDURE

Adopted by Approved Provider of Golden Plains Shire Council Children's Services	Day Month Year
Date revised	January 2022
Next revision due	January 2023

1. PURPOSE

This policy will provide guidelines for the administration of first aid at Golden Plains Shire Council Children's Services Early Year Service.

2. SCOPE

2.1 Values

Golden Plains Shire Council is committed to:

- Providing a safe and healthy environment for all children, educators, staff and others attending the service.
- Providing a clear set of guidelines in relation to the administration of first aid at the service.
- Ensuring that the service has the capacity to deliver current approved first aid, as required.

2.2 Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of [Golden Plains Shire Council Children's Services], including during offsite excursions and activities.

2.3 Background and legislation

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

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. The *Education and Care Services National Regulations 2011* state that an Approved Provider must ensure that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service. Under the *Education and Care Services National Law Act 2010*, the Australian Children's Education and Care Quality Authority (ACECQA) are required to publish lists of approved first aid qualifications. These lists are available at:

www.acecqa.gov.au/qualifications/approved-first-aid-qualifications. As a demonstration of duty of care and best practice ELAA recommends **all educators** have current approved first aid qualifications.

It is also a requirement that employers have appropriate first aid arrangements in place, including first aid training, first aid kits and first aid facilities, to meet their obligations under the *Occupational Health and Safety Act 2004*. Work Safe Victoria has developed a compliance code *First aid in the workplace* (refer to *Sources*) that provides guidance on how these obligations can be met.

3. REFERENCES

3.1 Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Child Wellbeing and Safety Act 2005* (Vic) (Part 2: Principles for Children)
- *Education and Care Services National Law Act 2010*: Sections 167, 169
- *Education and Care Services National Regulations 2011*: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
 - Standard 2.1 – Each Child's health and physical activity is supported and promoted
 - Standard 2.2. Each child is protected
- *Occupational Health and Safety Act 2004*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. DEFINITIONS AND ABBREVIATIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

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Approved first aid qualification	A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: www.acecqa.gov.au
AV How to Call Card	A card that the service has completed containing all the information that Ambulance Victoria will request when phoned. A sample card can be downloaded from: https://www.ambulance.vic.gov.au/community/education/calling-an-ambulance/

Duty of care	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.
First aid	The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening and promote recovery. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website: www.acecqa.gov.au/qualifications/approved-first-aid-qualifications
First aid kit	The Compliance Code <i>First aid in the workplace</i> , developed by Work Safe Victoria, lists the minimum requirements for a first aid kit. <i>First aid in the workplace</i> is available at: www.worksafe.vic.gov.au
Incident, Injury, Trauma and Illness Record	<p>Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. Details required include the:</p> <ul style="list-style-type: none"> • 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. <p>These details need to be kept for the period of time specified in Regulation 183. A sample <i>Incident, Injury, Trauma and Illness Record</i> is available on the ACECQA website.</p>
Medication record	Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92). A sample medication record is available on the ACECQA website.
Resuscitation flowchart	Outlines the six steps involved in resuscitation: danger, response, airways, breathing, compression and defibrillation. The Australian Resuscitation Council provides flowcharts for the resuscitation of adults and children free of charge at: https://resus.org.au/guidelines/flowcharts-3
Serious incident	An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an Incident, Injury, Trauma and Illness Record (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (D) must be notified within 24 hours of a serious incident occurring at the service (Regulation

176(2) (a)). Records are required to be retained for the periods specified in Regulation 183.

5. CONSULTATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

6. PROCEDURES

6.1 The Approved Provider is responsible for:

- 6.1.1 Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167)
- 6.1.2 Assessing the first aid requirements for the service. A first aid risk assessment can assist with this process (refer to Attachment1 – Sample first aid risk assessment form)
- 6.1.3 Ensuring that at least one educator with current approved first aid qualifications (refer to *Definitions*) is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136 (1) (a)). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.
- 6.1.4 Appointing an educator to be the **nominated first aid officer**. This is a legislative requirement where there are 10 or more employees but is also considered best practice where there are fewer than 10 employees
- 6.1.5 Advising families that a list of first aid and other health products used by the service can be requested for their information, and that first aid kits can be inspected upon request.
- 6.1.6 Providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards (refer to *Definitions*). The appropriate number of kits will depend on the number of children in the service, the number of rooms and their proximity to each other, and distances from outdoor spaces to the nearest kit.
- 6.1.7 Ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimized (Regulations 100, 101)
- 6.1.8 Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities.
- 6.1.9 Ensuring that first aid training details are recorded on each staff member's record
- 6.1.10 Ensuring safety signs showing the location of first aid kits are clearly displayed
- 6.1.11 Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.

- 6.1.12 Ensuring that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*)
- 6.1.13 Ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid (refer to *Incident, Injury, Trauma and Illness Policy*)
- 6.1.14 Ensuring a resuscitation flow chart (refer to *Definitions*) is displayed in a prominent position in the indoor and outdoor environments of the service.
- 6.1.15 Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

6.2 The Nominated Supervisor is responsible for:

- 6.2.1 Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- 6.2.2 Ensuring that the prescribed educator-to-child ratios are met at all times (refer to *Supervision of Children Policy*)
- 6.2.3 Ensuring that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169 (4)) and National Regulations (Regulation 136), and are approved by ACECQA (refer to *Sources*).
- 6.2.4 Ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimized (Regulations 100, 101).
- 6.2.5 Ensuring a portable first aid kit is taken on all excursions and other offsite activities (refer to *Excursions and Service Events Policy*)
- 6.2.6 Ensuring that the Ambulance Victoria *AV How to Call Card* (refer to *Sources*) is displayed near all telephones.

6.3 The Nominated First Aid Officer is responsible for:

- 6.3.1 Maintaining a current approved first aid qualification (refer to *Definitions*)
- 6.3.2 Monitoring the contents of all first aid kits and arranging with the Approved Provider for replacement of stock, including when the use by date has been reached.
- 6.3.3 Disposing of out-of-date materials appropriately
- 6.3.4 Ensuring a portable first aid kit is taken on all excursions and other offsite activities (refer to *Excursions and Service Events Policy*).
- 6.3.5 Keeping up to date with any changes in the procedures for the administration of first aid.

6.4 Persons in day-to-day charge and other educators are responsible for

- 6.4.1 Implementing appropriate first aid procedures when necessary
- 6.4.2 Maintaining current approved first aid qualifications, and qualifications of anaphylaxis management and emergency asthma management as required.
- 6.4.3 Practicing CPR and administration of an auto-injector at least annually (in accordance with other service policies)

- 6.4.4 Ensuring that all children are adequately supervised (refer to the *Supervision of Children Policy*) while providing first aid and comfort for a child involved in an accident or suffering trauma.
- 6.4.5 Ensuring that the details of any incident requiring the administration of first aid are recorded on the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*)
- 6.4.6 Notifying the Approved Provider or Nominated Supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training.
- 6.4.7 Conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimized (Regulations 100,101).

6.5 Parents/guardians are responsible for:

- 6.5.1 Providing the required information for the service's medication record (refer to *Definitions*)
- 6.5.2 Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required.
- 6.5.3 Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.

6.6 Volunteers and Students, whilst at the service, are responsible for following this policy and its procedures.

7. EVALUATION

7.1 In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- 7.1.1 regularly check staff files to ensure details of approved first aid qualifications have been recorded and are current
- 7.1.2 monitor the implementation, compliance, complaints and incidents in relation to this policy
- 7.1.3 review the first aid procedures following an incident to determine their effectiveness
- 7.1.4 regularly seek feedback from the nominated first aid officer and everyone affected by the policy regarding its effectiveness
- 7.1.5 keep the policy up to date with current legislation, research, policy and best practice
- 7.1.6 consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy
- 7.1.7 revise the policy and procedures as part of the service's policy review cycle, or as required notify parents/guardians at least 14 days before making any changes to this policy or its procedures

8. ATTACHMENTS

NIL

9. POLICY AND PROCEDURE RESPONSIBILITIES

As identified in the procedures and attachments responsibilities are set out as follows:

POLICY RESPONSIBILITY	Approved Provider
ACTION RESPONSIBILITY	Approved Provider, Nominated Supervisor, Responsible Person, All Staff, Parents/Guardians, Volunteers and Students
PROCESS RESPONSIBILITY	All Staff, Nominated Supervisor, Educators
REVIEW RESPONSIBILITY	Approved Provider
AMENDMENTS	NIL

ADOPTED BY APPROVED PROVIDER JANUARY 2022