

# ADMINISTRATION OF FIRST AID POLICY

## MANDATORY – QUALITY AREA 2



### PURPOSE

This policy will provide guidelines for the administration of first aid at Highvale Preschool.

### VALUES

**Highvale Preschool 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.

### SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Centre Supervisors, educators, other staff, students on placement and volunteers at Highvale Preschool.

### 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 <http://www.acecqa.gov.au/First-aid-qualifications-and-training>. 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*. WorkSafe Victoria has developed a compliance code *First aid in the workplace* that provides guidance on how these obligations can be met.

### 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 2.3: Each child is protected
    - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *Occupational Health and Safety Act 2004*
- *Child Safe Standards* <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies-guidelines-and-legislation/child-safe-standards>

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### DEFINITIONS

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.

**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.cecqa.gov.au](http://www.cecqa.gov.au)

**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 reasonable 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.cecqa.gov.au/qualifications/approved-first-aid-qualifications](http://www.cecqa.gov.au/qualifications/approved-first-aid-qualifications)

**First aid kit:** The Compliance Code *First aid in the workplace*, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit. *First aid in the workplace* is available at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Incident, Injury, Trauma and Illness Record:** 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:

- 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.

These details need to be kept for the period of time specified in Regulation 183. A sample *Incident, Injury, Trauma and Illness Record* is available on the ACECQA website.

**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 [www.resus.org.au/flowcharts.htm](http://www.resus.org.au/flowcharts.htm)

**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 (DET) 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.

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## SOURCES AND RELATED POLICIES

### SOURCES

- Australian Children’s Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Australian Red Cross: [www.redcross.org.au](http://www.redcross.org.au)
- St John Ambulance Australia (Vic): [www.stjohnvic.com.au](http://www.stjohnvic.com.au)
- *First aid in the workplace*: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

### SERVICE POLICIES

- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Emergency and Evacuation Policy*
- *Excursions and Service Events Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Staffing Policy*

### PROCEDURES

#### THE APPROVED PROVIDER IS RESPONSIBLE FOR:

- 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)
- assessing the first aid requirements for the service. A first aid risk assessment can assist with this process (See OHS Policy)
- ensuring that all educators maintain current approved first aid qualifications (refer to *Definitions*)
- appointing an educator to be the **nominated first aid officer**.
- 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 minimised (Regulations 100, 101)
- ensuring that first aid training details are recorded on each staff member’s record
- 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
- 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*)

#### THE NOMINATED SUPERVISOR IS RESPONSIBLE FOR:

- 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*)
- ensuring a resuscitation flow chart (refer to *Definitions*) is displayed in a prominent position in the indoor and outdoor environments of the service
- keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- 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)
- ensuring that the prescribed educator-to-child ratios are met at all times (refer to *Supervision of Children Policy*)

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- 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 137), and are approved by ACECQA (refer to *Sources*)
- 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 minimised (Regulations 100, 101)
- ensuring a portable first aid kit is taken on all excursions and other offsite activities (refer to *Excursions and Service Events Policy*).
- providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities
- ensuring safety signs showing the location of first aid kits are clearly displayed

### THE NOMINATED FIRST AID OFFICER (MARTA KOCSIS) IS RESPONSIBLE FOR:

- maintaining a current approved first aid qualification (refer to *Definitions*)
- 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
- 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
- disposing of out-of-date materials appropriately
- ensuring a portable first aid kit is taken on all excursions and other offsite activities (refer to *Excursions and Service Events Policy*)
- keeping up to date with any changes in the procedures for the administration of first aid.

### CENTRE SUPERVISORS AND OTHER EDUCATORS/STAFF ARE RESPONSIBLE FOR:

- implementing appropriate first aid procedures when necessary
- maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required
- practicing CPR and administration of an auto-injection device at least annually (in accordance with other service policies)
- 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 incident or suffering trauma
- 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*)

### ALL PARENTS/GUARDIANS ARE RESPONSIBLE FOR:

- providing the required information for the service's medication record (refer to *Definitions*)
- providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required
- 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.

### VOLUNTEERS AND STUDENTS, WHILE AT THE SERVICE, ARE RESPONSIBLE FOR FOLLOWING THIS POLICY AND ITS PROCEDURE

### EVALUATION:

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

- regularly check staff files to ensure details of approved first aid qualifications have been recorded and are current
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- review the first aid procedures following an incident to determine their effectiveness
- regularly seek feedback from the nominated first aid officer and everyone affected by the policy regarding its effectiveness

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- keep the policy up to date with current legislation, research, policy and best practice
  - consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy
  - 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.

### **ATTACHMENTS:**

Attachment 1: Accident Injury Trauma and Illness Form

Attachment 2: Administration of Medication Form

### **AUTHORISATION:**

This policy was adopted by the Approved Provider of Highvale Preschool on 12<sup>th</sup> September 2017.

This policy will take effect from 27<sup>th</sup> September, 2017

**REVIEW DATE:** September 2018

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## Attachment 1: Incident, injury, trauma and illness record

(Circle relevant type of record)

### Child details

Surname: ..... Given names: .....

Date of birth: ..... / ..... / ..... Age: .....

Group: .....

### Incident/injury/trauma/illness details

Incident/injury/trauma

Circumstances leading to the incident/injury/trauma:

.....  
.....  
.....

Products or structures involved:

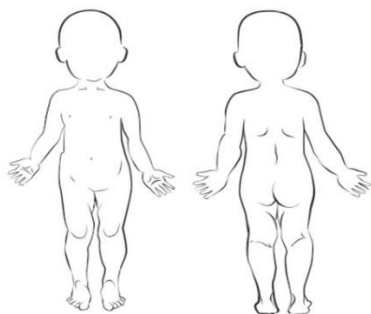
.....  
.....

Location: ..... Time: ..... am/pm Date: ..... / ..... / .....

Name of witness: .....

Signature: ..... Date: ..... / ..... / .....

Nature of injury sustained:



- |   |   |
|---|---|
| <input type="checkbox"/> Abrasion, scrape       | <input type="checkbox"/> Cut                    |
| <input type="checkbox"/> Bite                   | <input type="checkbox"/> Rash                   |
| <input type="checkbox"/> Broken bone / fracture | <input type="checkbox"/> Sprain                 |
| <input type="checkbox"/> Bruise                 | <input type="checkbox"/> Swelling               |
| <input type="checkbox"/> Burn                   | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Concussion             | .....   |

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## Illness

Circumstances surrounding child becoming ill, including apparent symptoms: .....

.....  
.....  
.....  
.....

Time of illness: ..... am/pm      Date of illness: ...../...../.....

### Action Taken

Details of action taken, including first aid administration of medication:

.....  
.....  
.....  
.....

Medical personnel contacted: Yes / No

If yes, provide details:

.....  
.....  
.....  
.....

### Details of person completing this record

Name: ..... Signature: .....

Time record was made: ..... am/pm      Date record was made ...../...../.....

### Notifications (including attempted notifications)

Parent/guardian: ..... Time: ..... am/pm Date: ...../...../.....

Director/teacher/coordinator: ..... Time: ..... am/pm Date: ...../...../.....

Regulatory authority (if applicable): ..... Time: ..... am/pm Date: ...../...../.....





