POLICY 2.3
ADMINISTRATION OF FIRST AID

Rationale and policy Considerations

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.

Legislation and Government Requirements

- Education and Care Services National Law Act 2010 (SA)
- Education and Care Services National Regulations
- Privacy Act (1988) Commonwealth

National Quality Framework

Education and Care Services National Regulations 12, 85-89, 90, 92, 93, 94, 97, 101, 102C, 136, 137, 161,162, 168(2)(a)(iv), 170, 174, 176, 183
National Quality Standard for Early Childhood Education and Care and School Age (Nov 2010) Elements 2.1.1, 2.1.2, 2.2, 2.2.1, 2.2.2

Policy Statement

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).

Strategies for Policy 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.

THE APPROVED PROVIDER/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 [Reg. 136]
    - 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 [Reg. 89]
- providing and maintaining a transportable first aid kit that can be taken to excursions and other activities [Reg. 89]
- 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 families/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 and Illness* Record [Reg 86, 87]
- 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 [Reg 12, 176]
- ensuring that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- ensuring a resuscitation flow chart 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 parents/guardians provide written consent (via the enrolment record) for service staff to administer first aid
- ensuring 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)]

A NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL:

- maintain a current approved first aid qualification

- refresh their CPR skills (as recommended by Australian Resuscitation Council Guideline 10.1)
- 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
- provide training for the administration of an auto-injector device annually and document on staff files (not mandatory)
- 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
- 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

Documentation of the following must be recorded, as per Education and Care Services National Regulation 87:

  - 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.

EDUCATORS WILL:

- implement appropriate first aid procedures, when necessary, by adhering to the Service's *Administration of First Aid Procedure*
- 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 skills
- participate in administration of an auto-injector device training at least annually (not mandatory)
- 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 and Illness* 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 that treatment that was given to the child
- provide the required information for the Service's medication record
- notify the FDC Service upon enrolment of any specific health care needs of their child- including medical conditions and allergies
- provide the service with a medical management plan for their child if required and ensure these are kept up-to-date at all times
- 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
- notify educators of any change in condition of their child's health that may impact the child's care and require the administration of first aid (ACECQA, 2021).

FIRST AID KIT

The Approved Provider of the Service will ensure that first aid kits are kept in accordance with Education and Care Services National Regulations [Reg. 89].

<u>ALL FIRST AID KITS AT THE SERVICE MUST:</u>

- 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
- display a photograph of the first aid trained educators, along with contact details to assist in the identification process
- be provided on each floor of a multi-level workplace
- be provided in each work vehicle
- be stocked with precautionary items such as sunscreen and water if using outdoors.
- be taken on excursions and during regular transportation
- 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	Ayleen Smith / Green
Role	Finance Manager
Number of First Aid Kits Responsible for at the Service:	10
Additional First Aid Officer:	Andi Benzija

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*. The checklist will be completed every annually to ensure first aid kits are equipped and maintained.

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

CONTINUOUS IMPROVEMENT/REFLECTION

Our Administration of First Aid Policy will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

Links to related policies

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

Sourced from

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. (Amended 2023)
Guide to the National Quality Framework. (2017). (Amended 2023).
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
Western Australian Education and Care Services National Regulations

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