

# ADMINISTRATION OF FIRST AID POLICY

## Mandatory – Quality Area

### PURPOSE

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

### POLICY STATEMENT

#### 1. VALUES

Hurlingham 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.

#### 2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Hurlingham Preschool.

#### 3. BACKGROUND AND LEGISLATION

##### Background

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* (Reg 136) 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 Hurlingham Preschool's policy to require all educators to 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

- *Occupational Health and Safety Act 2004*

#### 4. 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 the ELAA Early Childhood Management 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: <http://www.cecqa.gov.au/First-aid-qualifications-and-training> : 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.

**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).

**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:** A serious incident is defined in Regulation 12 as:

- the death of a child while being educated and cared for by the service
  - any incident involving an injury or trauma, or the illness of a child that requires or ought to have required:
    - attention of a registered medical practitioner, or
    - attendance at a hospital
- examples include whooping cough, broken limb, anaphylaxis reaction
- any incident requiring attendance by emergency services
  - a circumstance where a child appears to be missing, is unaccounted for, has been removed from the service contrary to the Regulations, or has been locked in or out of the service premises.

The Approved Provider must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). The *Notification of serious incident* form (available on the ACECQA website) is to be completed and submitted online using the National Quality Agenda IT System (NQA ITS). Records are required to be retained for the periods specified in Regulation 183.

## 5. SOURCES AND RELATED POLICIES

### Sources

- Australian Children's Education and Care Quality Authority (ACECQA): [www.cecqa.gov.au](http://www.cecqa.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*

## RESPONSIBILITIES

**The Approved Provider and Persons with Management or Control are 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 (refer to Attachment 1 – Sample first aid risk assessment form)
- ensuring that at all permanent educators have current approved first aid qualifications (refer to *Definitions*) and anaphylaxis management training and emergency asthma management training
- ensuring that all educators are responsible for the provision of first aid
- advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request
- 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 for Hurlingham taking into account the number of children we have, our one room and the distances from outdoor spaces to the nearest kit, is 2.***
- ensuring a risk assessment is conducted one week 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)

- providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities and that the emergency contacts list inside the kit is up to date
- ensuring that first aid training details are recorded on each staff member's record and in Hurlingham's SharePoint site
- ensuring safety signs showing the location of first aid kits are clearly displayed
- 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 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 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*)
- 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.

**The Nominated Supervisor and Person in Day to Day Charge are 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)
- ensuring that the prescribed educator-to-child ratios are met at all times (refer to *Supervision of Children Policy*)
- ensuring that all educator's 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 one week 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*) and that the emergency contacts list inside the kit is up to date

**The nominated first aid officer is responsible for:**

- maintaining a current approved first aid qualification (refer to *Definitions*) *All educators must maintain current approved first aid qualification*
- 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*) and that the emergency contacts list inside the kit is up to date
- keeping up to date with any changes in the procedures for the administration of first aid
- ***Being a sessional preschool, it has been determined that there is no nominated first aid officer. All educators are responsible for first aid. The nominated supervisor will monitor the contents of all first aid kits and replace stock as required***

**All educators 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

- practicing CPR annually and administration of an auto-injection device quarterly (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*)
- notifying the Approved Provider or Nominated Supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training
- conducting a risk assessment one week 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).

**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 procedures.**

## **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
- Where appropriate, seek feedback from all educators and everyone affected by the policy regarding its effectiveness
- 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, where appropriate, at least 14 days before making any significant changes to this policy or its procedures.

## **ATTACHMENTS**

- Attachment 1: Sample first aid risk assessment form

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Hurlingham Preschool on 2<sup>nd</sup> May 2019.

**REVIEW DATE:** 02/05/2020

## ATTACHMENT 1

### First aid risk assessment form

This template can be used to assess the first aid requirements for the service. Consultation is an important aspect of first aid risk assessment and management. The Approved Provider and educators should use this as a guide only and may identify other areas specific to their service.

1.	How many people work at the service (estimate for most days)?	4
2.	How many children are enrolled at the service (write the number)?	66
3.	Do people regularly work in the service after hours?	Occasionally
4.	Do people work on their own after hours, including on weekends? If yes, approximately how many, how often and for how long at any one time?	Occasionally staff or committee members will work on own after hours but not late in an evening Occasionally staff or committee members will work on weekends but only during day and for a few hours
5.	Describe the nature of incidents, injuries or illnesses that have occurred in the service over the last 12 months (if possible, attach a summary of the incident reports)	One serious incident of a cut to the forehead due to child tripping over their own feet Occassional bump of head, cuts, bruises, colds, gastro Summary report to be provided
6.	Where is the nearest medical service and how long would it take to get an injured person to this service?	Brighton Family and Women's Clinic on corner of Thomas and Nepean Hwy is 2 minutes drive away
7.	Where is the nearest major hospital with a 24-hour accident and emergency service? How long would it take to get an injured person to this hospital?	Sandringham Hospital in Bluff Road, Sandringham is 10 mins drive away Monash Hospital in Clayton Road, Clayton is 20 mins drive away
8.	What type of, and how many, first aid kits are available at the service?	1 large fully stocked first aid kit is located in kitchen 1 basic outdoor first aid kit is located by main door to playground 1 smaller excursion first aid kit is located in kitchen to be taken on excursions 1 smaller first aid kit is located in EMP kit on shelf between office and kitchen
9.	Are the contents of first aid kits complete and up to date as per the contents list?	Yes. Checklist provided and checked each term
10.	Where are the first aid kits located?	1 large fully stocked first aid kit is located in kitchen 1 basic outdoor first aid kit is located by main door to playground 1 smaller excursion first aid kit is located in kitchen to be taken on excursions 1 smaller first aid kit is located in EMP kit on shelf between office and kitchen
11.	How many current first aid officers are there at the service? (List the number,	Every educator is expected to perform first aid and all have current qualifications and emergency management. Operations Manager also does. See separate sheet paper

	approved first aid qualifications and qualification expiry dates)					
12.	Identify and list specific hazards and where they may be located	<b>Hazards</b> Heaving lifting			<b>Location</b> Storeroom	
13.	Are there any specific hazards or health concerns that require specific first aid kits or treatment (such as anaphylaxis, asthma etc.)? If yes, list the particular hazards or health concerns and where the specific first aid requirements are kept	<b>Hazards /health concerns</b>  Anaphylaxis  Asthma	<b>Specific first aid requirements</b>  Epipen  Ventolin and spacer	<b>Specific training required</b>  Emergency Anaphylaxis training  Emergency Asthma training	<b>Staff have appropriate training</b>  Yes all Educators  Yes all educators	<b>Location of first aid equipment</b>  In first aid area as signed  In first aid area as signed
14.	Is there an induction process for all new staff that includes location of first aid kits, specific first aid requirements and so on?	Yes. New staff and relief staff must sign to say they have gone through the process				

## Recommendations

Reference number	Recommendation	Responsibility and time frame

## Names of those responsible for completing this form

**Name:** Deanne Millar \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** 02/05/20

**Name:** Samantha Jensen-Muir \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** 02/05/20

**Date for next review:** 02/05/20 \_\_\_\_\_

NAME of STAFF MEMBER	FIRST AID IN EDUCATION AND CARE SETTING HTLAID0004 EXPIRY DATE	ANNUAL CPR AND EMERGENCY ANAPHYLAXIS AND ASTHMA MANAGEMENT EXPIRY DATE
Deanne Millar		13/02/2020
Orlinda Alla		13/02/2020
Natalie Cromer		13/02/2020
Christine Driscoll		13/02/2020
Pamela Moulton		13/02/2020
Samantha Jensen-Muir		13/02/2020