


Policy Title:	Early Years Policy - Administration of First Aid		
Date of Adoption:	10 April 2013		
Adoption Method:	<input type="checkbox"/> Council <input type="checkbox"/> CEO <input checked="" type="checkbox"/> Other - Executive		
Acting CEO Signature:			Date: 6 October 2020
Responsible Officer and Unit:	Coordinator Early Years Services, Early Years Unit		
Nominated Review Period:	<input type="checkbox"/> Annually <input checked="" type="checkbox"/> Other - 3 years		
Last Review Date:	October 2020		
Next Review Date:	September 2023		
Purpose/Objective:	This policy will provide guidelines for the administration of first aid for the Macedon Ranges Shire Council Early Years Services.		
Background/Reasons for Policy:	<p>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.</p> <p>Legislation governs the operation of approved children's services and is based on the health, safety and welfare of children, requiring the protection of children from hazards and harm. The <i>Education and Care Services National Regulations 2011</i> state the Approved Provider must ensure at least one educator with current approved first aid qualifications is in attendance. This Educator must be immediately available at all times that children are being educated and cared for by the Service. As a demonstration of duty of care and best practice, Macedon Ranges Shire Council has all teachers and educators with current approved first aid qualifications.</p> <p>Under the <i>Education and Care Services National Law Act 2010</i>, 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/requirements/first-aid-qualifications/training.</p> <p>It is also a requirement 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 <i>Occupational Health and</i></p>		

DOCUMENT HISTORY	Version	Date	Author
Initial Draft	1	August 2015	D.Earp
Second Draft	2	January 2016	D.Earp
Final Draft	3	10/2020	J Laurent Goeman
Approval		10/2020	Executive Meeting

	<p><i>Safety Act 2004.</i> WorkSafe Victoria has developed a compliance code <i>First aid in the workplace</i> that provides guidance on how these obligations can be met.</p>
Definitions:	<p>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</p> <p>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.</p> <p>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/requirements/first-aid-qualifications-training</p> <p>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</p> <p>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:</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 Incident, Injury, Trauma and Illness Record is available on the ACECQA website.</p> <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 (<i>Regulation 92</i>). A sample medication record is available on the ACECQA website.</p> <p>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</p> <p>Serious incident: a serious incident (<i>Regulation 12</i>) is defined as any of the following:</p>

	<ul style="list-style-type: none"> the death of a child while being educated and cared for at the service or following an incident at the service any incident involving serious injury or trauma while the child is being educated and cared for, which <ul style="list-style-type: none"> a reasonable person would consider required urgent medical attention from a registered medical practitioner; or the child attended or ought reasonably to have attended a hospital e.g. a broken limb* any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis*. <p>*NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma is required to be notified, not other health matters.</p> <ul style="list-style-type: none"> any emergency^ for which emergency services attended <p>^NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution.</p> <ul style="list-style-type: none"> a child appears to be missing or cannot be accounted for at the service a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations a child was mistakenly locked in or out of the service premises or any part of the premises. <p>Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.</p> <p>If the approved provider is not aware that the incident was serious until sometime after the incident, they must notify the Regulatory Authority within 24 hours of becoming aware that the incident was serious.</p> <p>Notifications of serious incidents should be made through the NQA IT System portal (HTTP://WWW.ACECQA.GOV.AU). If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.</p>
References:	<p>Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au</p> <p>Australian Red Cross: www.redcross.org.au</p> <p>St John Ambulance Australia (Vic): www.stjohnvic.com.au</p> <p>First aid in the workplace: www.worksafe.vic.gov.au</p> <p>Ambulance Victoria: www.ambulance.vic.gov.au</p>
Related Policies:	<p><i>Early Years Policy - Administration of medication</i></p> <p><i>Early Years Policy - Managing medical conditions</i></p> <p><i>Early Years Policy - Managing anaphylaxis</i></p>

	<i>Early Years Policy - Asthma</i> <i>Early Years Policy - Diabetes</i> <i>Early Years Policy - Epilepsy</i> <i>Early Years Policy - Hygiene</i> <i>Early Years Policy - Staffing</i> <i>Early Years Policy - Emergency and evacuation</i> <i>Early Years Policy - Excursions and Service events</i> <i>Early Years Policy - Incident, injury, trauma and illness</i> <i>First Aid - Managing first aid in the workplace Policy</i> <i>Occupational Health and Safety Policy</i> <i>Sharps Management Policy and Procedure</i>
Related Legislation:	<i>Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)</i> <i>Education and Care Services National Law Act 2010: Sections 167, 169</i> <i>Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245</i> <i>National Quality Standard, Quality Area 2: Children's Health and Safety</i> 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 <i>Occupational Health and Safety Act 2004</i>

ADMINISTRATION OF FIRST AID POLICY

Mandatory – Quality Area 2

SCOPE

This policy applies to the Approved Provider, staff, contractors, students on placement at kindergartens, volunteers, parents/guardians, children and others attending the programs and activities of Macedon Ranges Shire Council's Early Years Services including during offsite excursions and activities.

RESPONSIBILITIES

The Approved Provider and Persons with Management or Control are responsible for:

- ensuring every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury (Section 167)
- ensuring 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)
- appoint 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. The nominated first aid officer is outlined in the Emergency Management Sub-Plan for the Service in emergency situations
- providing and maintaining an appropriate number of current, fully-equipped first aid kits which meet Australian Standards (refer to *Definitions*). The appropriate number of kits will depend on the number of children at the Service, the number of rooms and their proximity to each other, and distances from outdoor spaces to the nearest kit
- 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*)
- providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities
- ensuring first aid training details are recorded on each staff member's record
- ensuring safety signs showing the location of first aid kits are clearly displayed
- ensuring an induction process exists for all new staff, including the provision of information on the location of first aid kits and specific first aid requirements
- ensuring 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 staff are offered support and debriefing following a serious incident requiring the administration of first aid (refer to *Early Years Policy - Incident, injury, trauma and illness*)
- ensuring a resuscitation flow chart (refer to *Definitions*) is displayed in a prominent position in both the indoor and outdoor environments of the Service
- maintaining currency with changes in procedures for administration of first aid and ensuring all educators are informed of these changes

The Nominated Supervisor and Persons in Day to Day Charge is responsible for:

- ensuring every reasonable precaution is taken to protect children at the Service from harm and hazards that are likely to cause injury (*Section 167*)
- ensuring the prescribed educator-to-child ratios are met at all times (refer to *Early Years Policy - Supervision of children*)
- ensuring 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*)

- maintaining a current approved first aid qualification (refer to *Definitions*)
- monitoring the contents of all first aid kits and arranging with the Approved Provider for replacement of stock, including when expiry has been reached
- disposing of expired materials appropriately (refer *Early Years Policy – Hygiene*)
- ensuring the Ambulance *Victoria AV How to Call Card* (refer to *Sources*) is displayed near all telephones

The Nominated first aid officer is responsible for:

- maintaining a current approved first aid qualification (refer to *Definitions*)
- monitoring the contents of all first aid kits and arranging with the Approved Provider for replacement of stock, including when expiry has been reached)
- disposing of expired materials appropriately
- maintaining currency with changes in the procedures for the administration of first aid

Teachers are responsible for:

- ensuring a portable first aid kit is taken on all excursions and other offsite activities (refer to *Early Years Policy - Excursions and Service events*)
- 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 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*)

All staff are responsible for:

- implementing appropriate first aid procedures when necessary
- maintaining current approved first aid, anaphylaxis management and emergency asthma management certifications
- practicing CPR and administration of an auto-injection device at least annually
- ensuring all children are adequately supervised (refer to the *Early Years Policy - Supervision of children*) while providing first aid and comfort to a child involved in an incident or suffering trauma
- ensuring 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 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
- regularly seek feedback from the nominated first aid officer 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 at least 14 days before making any changes to this policy or its procedures