


Policy

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"/> Director Community
Director Signature	Signed by:  <small>A4566C08D5B4450...</small>		Date 06-09-2024
Responsible Officer and Unit	Samantha Waymouth, Coordinator Early Years Services		
Nominated Review Period	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input type="checkbox"/> Other (<i>please specify</i>)
Last Endorsement Date	October 2020		
Next Endorsement Date	September 2025		

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

DOCUMENT HISTORY	Version	Date	Author
Initial Draft			
Second Draft			
Final Draft			
Approval			

Contents

Purpose/Objective	3
Scope	3
Background/Reasons for Policy	3
Gender Impact Assessment	3
Definitions	4
References	7
Related Policies	7
Related Legislation	8
Responsibilities	10
Evaluation	17
Attachments	17

Purpose/Objective

This policy will provide guidelines for the administration of first aid for Council's Early Years Services.

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 Council's Early Years Services, including during offsite excursions and activities.

Background/Reasons for Policy

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 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 Education and Care Services National Regulations 2011* 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, all Council early years teachers and educators have current, approved first aid qualifications.

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 <https://www.acecqa.gov.au/qualifications/nqf-approved>.

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* which provides guidance on how these obligations can be met:

<https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace>

Gender Impact Assessment

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment was not required in relation to the subject matter of this policy.

Definitions

Term	Definition
Approved first aid qualification	A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: https://www.acecqa.gov.au/qualifications/nqf-approved
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.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training
First aid kit	<p>A collection of supplies and equipment used to give medical treatment. Contents of a basic First Aid kit include items such as, triangular bandages, disposable gloves, adhesive and non-adhesive dressings, crepe bandages, dressing pads and resuscitation face shields.</p> <p><i>The Compliance Code: First Aid in the Workplace</i> (https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace), developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit. Refer to Attachment 3.</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

	<p>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 of the incident • details of action taken by the service, including any medication administered, first aid provided or medical personnel contacted • details of any witnesses • name/s 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: https://www.acecqa.gov.au/media/22726</p>
Medication record	<p>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: https://www.acecqa.gov.au/media/22731</p>
Resuscitation flowchart	<p>Outlines the six steps involved in resuscitation: danger, response, send for help, airways, breathing, compression and defibrillation. The Australian Resuscitation Council provides flowcharts for the</p>

	<p>resuscitation of adults and children free of charge at: https://resus.org.au/guidelines/flowcharts-3/</p>
Serious incident	<p>A serious incident (Regulation 12) 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.

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.

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.

Notifications of serious incidents should be made through the National Quality Agenda (NQA) IT System portal:

<https://www.acecqa.gov.au/resources/national-quality-agenda-it-system>. If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.

References

- > Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- > Australian Red Cross: www.redcross.org.au
- > St John Ambulance Australia (Vic): www.stjohnvic.com.au
- > First aid in the workplace: www.worksafe.vic.gov.au
- > Ambulance Victoria: www.ambulance.vic.gov.au

Related Policies

- > Early Years Policy - Administration of Medication
- > Early Years Policy - Anaphylaxis and Allergic Reactions
- > Early Years Policy - Asthma
- > Early Years Policy - Dealing with Medical Conditions
- > Early Years Policy - Diabetes
- > Early Years Policy - Epilepsy and Seizures
- > Early Years Policy - Excursions and Service Events
- > Early Years Policy - Hygiene
- > Early Years Policy - Incident, Injury, Trauma and Illness
- > Early Years Policy – Staffing Requirements
- > Occupational Health and Safety Policy (Council)
- > Sharps Management Policy and Procedure (Council)

Related Legislation

- > *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*

Policy

Mandatory – Quality Area 2

Responsibilities

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	OHS Unit	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted						
Ensuring that every reasonable precaution is taken to protect children, staff and others at the service from harm and hazards that are likely to cause injury (National Law: Section 167)	R	R	✓			
Assessing the first aid requirements for the service (refer to Attachment 3). A first aid risk assessment can assist with this process (refer to Attachment 4)	R	✓		✓		
Ensuring that at least one early childhood teacher/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	R	✓				

service (Regulation 136(1) (a)). This can be the same person who has anaphylaxis management training and emergency asthma management training						
Ensuring that the prescribed educator-to-child ratios are met at all times (refer to Early Years Policy - Supervision of Children)	R	✓	✓			
Appointing a staff member or nominated supervisor 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 <i>Council has all educators and teachers first aid trained</i>	R	✓				
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, easily recognisable, readily accessible, suitably equipped first aid kits (refer to	R	✓		✓		

Attachment 3), with in-date products 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						
Ensuring procedures are developed for the regular monitoring of all first aid kits	R	✓		✓		
Ensuring defibrillators are maintained and regularly tested and serviced, including cyclical replacement of pads and batteries as per manufacturer specifications	✓	✓		✓		
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, 102B, 102C) (refer to Early Years policies: Excursions and Service Events; and Road Safety Education and Safe Transport)	R	✓	✓			
Ensuring that the Ambulance Victoria <i>AV How to Call Card</i> is		✓	✓			

displayed near all telephones or in a visible location						
Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities (refer to Attachment 3)	R	✓	✓	✓		
Ensuring that first aid training details, and renewal dates are recorded on each staff member's record	R	✓				
Ensuring safety signs showing the location of first aid kits are clearly displayed (refer to Attachment 3)	R	✓		✓		
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	R	✓				
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)	R	✓	✓			
Notifying the Department of Education within 24 hours of a	R	✓				

serious incident (refer to Definitions) occurring at the service						
Ensuring that 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 the indoor and outdoor environments of the service (refer to Attachment 1)	✓	✓		✓		
Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes	R	✓				
Implementing appropriate first aid procedures when necessary (refer to Attachment 1 and 2)		✓	✓	✓		
Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required		R	R	R		
Practicing CPR and administration of an auto-		R	R	R		

injector at least annually (in accordance with other service policies)						
Ensuring that all children are adequately supervised (refer to the Early Years Policy - Supervision of Children) while providing first aid and comfort for a child involved in an incident or suffering trauma (refer to Attachment 2)	R	✓	✓			
Ensuring that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record no later than 24 hours after the occurrence (refer to Early Years Policy - Incident, Injury, Trauma and Illness)	R	✓	✓			
Ensuring the parent/guardian reads and signs the Incident, Injury, Trauma and Illness Record		✓	✓			
Notifying the approved provider or nominated supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training			✓	✓		
Ensuring all out of date first aid kit contents are disposed of safely. The safest way to	✓	✓	✓	✓		

dispose of unused/out of date medicines is through the Return Unwanted Medicines (RUM) scheme which is run by a government funded organisation called The National Return & Disposal of Unwanted Medicines Limited: https://returnmed.com.au/						
Providing the required information on the service's medication record (refer to Definitions) when a child requires administration of medication (refer to Early Years Policy - Administration of Medication)					R	
Notifying the service of any medical conditions or specific medical treatment required for their child. Where necessary, in consultation with staff, develop appropriate medical management plans and risk minimisation plans (e.g. asthma, anaphylaxis). Providing any required medication (refer to Early Years policies – Asthma; Anaphylaxis and Allergic Reactions)					R	
Providing written consent (via the enrolment record) for service					R	

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					✓	

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 all stakeholders, including parents/guardians, at least 14 days before making any changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172(2))

Attachments

- Attachment 1: Basic Life Support Flow Chart (D23-72619)
- Attachment 2: First Aid Responders Role (D23-72630)
- Attachment 3: First Aid Kit Guidelines (D23-72639)
- Attachment 4: Sample First Aid Risk Assessment Form (D23-72642)