

# Administration of First Aid Policy

**WHAT are we talking about in this document?**

This policy is related to the administration of First Aid.

**WHO is this for?**

This policy applies to children, families, staff, management, and visitors of the service.

**WHY do we need this policy?**

Our Service has a duty of care to provide and protect the health and safety of children, families, educators, and visitors of the Service. Our Philosophy Core Value The Whole Child discusses supporting children in many ways-safety is one of the ways we support children.

*“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*

## Key Terms (See Last Page)

### THE IMPORTANT STUFF

- There must be at least one educator on the roster at all times who is first aid qualified
- An incident, injury and illness form must be completed for all incidents requiring first aid
- Nominated Supervisor/Responsible Person must contact a parent immediately for injuries listed in point 4 of first aid procedure.
- Risk assessments are used to reduce the risk of first aid needing to be administered

Our Service has a duty of care to provide and protect the health and safety of children, families, 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 tactics if the condition does not improve

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.

### First Aid Procedure

The following procedure will be implemented if there is an accident, illness or injury that requires first aid:

1. Educator or staff member will inform the Nominated Supervisor/Responsible Person and a first aid qualified educator of the incident, illness or injury
2. Nominated Supervisor/Responsible Person or first aid qualified educator will review the child’s medical information including any medical information divulged on the child’s enrolment form, medical management plan before the first aid qualified educator attends to the injured or ill child or adult.

- a. If the illness or incident involves a medical condition such as asthma, anaphylaxis, epilepsy or diabetes, an educator with approved training will attend to the child or adult following their Medical Management Plan
3. Nominated Supervisor/Responsible Person and educators supervise and care for children in the vicinity of the incident, illness or injury
4. Nominated Supervisor/Responsible Person or Room Leader contact the parent/guardian immediately if the injury is:
  - a. Head or Face Injuries
  - b. Bites/stings
  - c. Bite from another child
  - d. Suspected break/fracture or sprain

If required, due to serious Incident/Injury-

5. If required, first aid qualified educator or Nominated Supervisor/Responsible Person alerts medical practitioners/ambulance
6. First aid qualified educator or Nominated Supervisor/Responsible Person notifies parent or authorised nominee/emergency contact, informing them that the child requires medical attention from a medical practitioner
7. Educator or Nominated Supervisor contacts parent or authorised nominee/emergency contact to collect child from the Service
8. Nominated Supervisor ensures Incident, Injury, Trauma and Illness Record is completed in its entirety and parent and the regulatory authority is notified as soon as possible and within 24 hours of the injury, illness or trauma.

## Responsibilities

### Nominated Supervisor is responsible for:

- Taking every reasonable precaution to protect children at the Service from harm and/or hazards that can cause injury.
- Ensure all educators hold a current, approved first aid qualification.
  - Ensuring that at least one educator is in attendance at all times with current approved first aid qualifications and is immediately available at all times that children are being educated and cared for by the Service. This can be the same person who has anaphylaxis management training and emergency asthma management training.
- Ensuring a risk assessment is conducted prior to an excursion or incursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
  - Ensure risk assessments on all environments to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
- Provide and maintain a transportable first aid kit that can be taken to excursions and other activities.
- 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 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*.
- 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.
- Ensuring that staff members are offered support and debriefing after a serious incident requiring the administration of first aid.
- Ensuring a resuscitation (CPR) flow chart relevant to the age of the children 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, medical conditions and medication and ensuring that all educators are informed of these changes.
- Provide and maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards.
  - There is no specified number of first aid kits a service should have. The Nominated Supervisor should work with their Room Leaders by using the Risk Assessment to determine how many there should be in the service.
    - Consider:
      - How accessible is it in its current location?
      - Can you access it from the inside and outside environment?
      - Is it out of reach of the children?
      - Does it have enough resources for the number of children in the environment?

**Responsible Persons will:**

- Maintain a current approved first aid qualification.
- Support staff when dealing with a serious incident and/or trauma.
- Determine if a child requires paracetamol when their temperature is in the danger zone (above 38.5 and parent or authorised nominee/emergency contact is not close to collecting child)
- Receive written permission from a parent/guardian or authorised nominee/emergency contact with authorisation to provide authorisation to administer paracetamol
- 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.
- Keep up to date with any changes in the procedures for the administration of first aid.
- Nominated Supervisor/Responsible Person or Room Leader contact the parent/guardian immediately if the injury is:
  - a. Head or Face Injuries
  - b. Bites/stings
  - c. Bite from another child
  - d. Suspected break/fracture or sprain
- Ensure that appropriate documentation is being recorded regarding incidents, injury, trauma, and illnesses and the administration of first aid, as per the Incident, Injury, Trauma and Illness Policy. Documentation of the following must be recorded.
  - 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 other 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.
- Follow this policy, Medical Conditions Policy and Administration of Medication Policy at all times.
- Follow the Safe Transportation Policy and Emergency Management Policy.
- Inform the Centre Coordinator or Responsible Person should first aid be required for any child.
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required.
  - Refresh knowledge of using asthma medication (Ventolin/salbutamol) at least annually
  - Refresh knowledge of using an EpiPen at least annually

- 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 risk assessments on all environments to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
- Conduct 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.

#### Parents/Guardians 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.
- Provide written consent (via the enrolment record) for service staff to administer first aid and call an ambulance if required.
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record.

#### First Aid Kit

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

All First Aid Kits at the Service must:

- Be suitably equipped.
- Not be locked but kept out of reach of children.
- 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.
- Contain a list of the contents of the kit.
- Be regularly checked 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 taken on excursions and available in all transportation vehicles.
- Be maintained in proper condition and the contents restocked as required.
- The main First Aid kit or the First Aid kit in the office can contain paracetamol for emergency situations only

#### FOOTNOTES

##### Key Terms

Term	Meaning	Source
Approved first aid qualification	A qualification approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website with content such as: Emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.	National Regulations (Regulation 136)
Approved anaphylaxis management training	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website: <a href="http://acecqa.gov.au/qualifications/nqf-approved">acecqa.gov.au/qualifications/nqf-approved</a>	National Regulations (Regulation 136)
Approved emergency asthma management training	Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website: <a href="http://acecqa.gov.au/qualifications/nqf-approved">acecqa.gov.au/qualifications/nqf-approved</a>	National Regulations (Regulation 136)
Communication plan	A plan that outlines how relevant educators, staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child. It also sets out how families can communicate any changes to the medical management plan and risk minimisation plan for the child.	National Regulations (Regulation 90)
Current	The Safe Work Australia First Aid in the Workplace Code of Practice recommends that first aid qualifications should be renewed every three years.	Safe Work Australia First Aid in the Workplace Code of Practice

Serious incident	<p>For the purposes of the definition of serious incident in section 5(1) of the Law, each of the following is prescribed as a serious incident:</p> <p>(a) the death of a child –          (i) while that child is being educated and cared for by an education and care service; or          (ii) following an incident occurring while that child was being educated and cared for by an education and care service;          (b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service –          (i) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or          (ii) for which the child attended, or ought reasonably to have attended, a hospital;          Example: A broken limb.          (c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital; Example: Severe asthma attack, seizure or anaphylaxis reaction.          (d) any emergency for which emergency services attended;          (e) any circumstance where a child being educated and cared for by an education and care service –          (i) appears to be missing or cannot be accounted for; or          (ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or          (iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.</p>	National Regulations (Regulation 12)
Suitably equipped first aid kit	Should be fully stocked, with no expired products, and should be checked regularly to ensure this. For example, a service might keep a checklist of the contents inside each first aid kit, and initial the list each time the contents are checked. Approved providers or FDC educators may seek guidance from a reputable organisation such as St John Ambulance on first aid kit contents.	Guide to the NQF (Operational Requirements – Quality Area 2)

#### Other Policies that relate to this Policy

- Medical Conditions Policy
- Administration of Medication Policy
- Excursion and Incursion Policy
- Emergency Management Policy – Medical Emergency Procedure
- Safe Transportation Policy

#### Source

<ul style="list-style-type: none"> <li>• Australian Children’s Education &amp; Care Quality Authority. (2014).</li> <li>• Early Childhood Australia Code of Ethics. (2016).</li> <li>• Education and Care Services National Law Act</li> <li>• Education and Care Services National Regulations</li> <li>• Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).</li> <li>• Guide to the National Quality Standard. (2017).</li> <li>• Revised National Quality Standard. (2018).</li> <li>• Safe Work Australia First Aid in the Workplace Code of Practice: <a href="https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace">https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace</a></li> <li>• Safe Work Australia Legislative Fact Sheets First Aiders: <a href="https://www.safeworkaustralia.gov.au/first-aid">https://www.safeworkaustralia.gov.au/first-aid</a></li> <li>• Guide to the NQF (Operational Requirements – Quality Area 2)</li> </ul>
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### Related regulations and standards

#### National Quality Standards (NQS)

Quality Area 2: Children’s Health and Safety		
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected

2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
<b>Quality Area 4: Staffing Arrangements</b>		
4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development
<b>Quality Area 7: Governance and Leadership</b>		
7.1.2	Management Systems	Systems are in place to manage risk and enable effective management and operation of a quality service.

## Education and Care Services National Regulations

National Regulations	
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical Conditions Policy
92	Medication Record
93	Administration of medication
94	Exception to authorisation requirement – anaphylaxis or asthma emergency
97	Emergency and evacuation procedures
101	Conduct of risk assessment for excursion
136	First Aid Qualifications
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
172	Notification of change to policies and procedures
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents
National Law	
167	Offence relating to protection of children from harm or hazards

## Review & document control

Policy Reviewed	Modifications
18 <sup>th</sup> March 2020	Removed First Aid information from Incident and Illness Policy, referenced in original Policy.
June 2020	Minimal changes to sentence structure, added reg 136. Added information about paracetamol, asthma medication, EpiPen's, other policies related to first aid.
March 2021	Checked sources and links
October 2021	Updated Why -added link to philosophy. Added key terms. Updated regs and added law. Added links to other policies. Updated sources SWA fact sheets. Added procedure to policy. Updates from Hams added.
March 2022	Changed to authorised nominee/emergency contact. Added qa 4 and qa 7

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