

OP26 Administration of First Aid Policy

Policy Title:	Administration of First Aid
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1 Purpose

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.

2 Scope

The Approved Provider, Operations Managers, Nominated Supervisor/Centre Director and Employees are all responsible for administering first aid in the event of an emergency situation or incident at the service.

3 Definitions

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.

First Aid - First aid is the provision of initial health care and basic life support to someone who suffers an injury or illness. First aid should be given until more advanced care arrives, or the injured person recovers.

Suitably Equipped First Aid Kit - Is a fully stocked, with no expired products, and should be checked regularly to ensure this.

Serious incident: An incident resulting in the death of a child, or an injury, trauma, or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises. A serious incident should be documented in an Incident, Injury, Trauma and Illness Record (as soon as possible and within 24 hours of the incident).

4 Policy principles

Petit ELJ recognises it has a duty of care to provide and protect the health and safety of children, educators, other employees, and visitors to each of its services. 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).

5 Policy implementation

Petit ELJ has an obligation to ensure the health and safety of staff, children, and visitors in our workplace, so far as reasonably practicable.

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.

Petit ELJ’s services recognises the importance of competent First Aid in the management of injuries and illness, especially among young children. The staff are qualified in First Aid and CPR and trained to deal with asthma and anaphylaxis. Information about children’s known medical conditions is readily accessible, as is any medication required to manage those conditions.

Safe Work Australia First Aid in the Workplace code of practice recommends that First Aid qualifications be renewed every 3 years. Safe Work Australia First Aid in the Workplace code of practice and the Australian Resuscitation council recommends that CPR qualifications be renewed annually. Petit ELJ will adhere to these recommendations always.

To ensure compliance with National Regulations and National Law, Petit ELJ will ensure that:

- Staff are diligent in accident prevention through consistent, effective supervision and through the mindful setting up of the play spaces and equipment.
- Staff practice is closely monitored for safety risks in the environment and all hazards are minimised to protect children from harm and hazards.
- In the event that a child is injured, appropriate first aid measures are put into place immediately by a qualified first aid staff member. Other staff will ensure all children are safe, supervised and that the child staff ratios are maintained.
- If the incident is deemed a serious injury, the parent or guardian is contacted as soon as reasonably practical to inform them of the incident and/or injury.
- Petit ELJ reserves the right to request a parent, guardian, or other authorised person to collect the child as soon as possible if it is likely the child requires further medical advice or attention beyond the first aid capabilities of the staff at the service.

- In the event the parent or guardian cannot be contacted and/or if the child is assessed by the Nominated Supervisor/Centre Director or Responsible Person as requiring further medical attention beyond the first aid capabilities of the staff of the service, Petit ELJ reserves the right to seek medical treatment for the child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital.
- Where a serious incident, injury, illness or trauma has occurred, and further medical help is sought, the Nominated Supervisor/Centre Director will ensure any notification in relation to serious incidents is within the regulated timeframes as per the *Managing Reporting Requirements and Notifications Policy*.

All First Aid Kits must:

- Be suitably equipped.
- Not contain paracetamol.
- Be suitable for the number of staff and children and sufficient for the immediate treatment of injuries at the service.
- 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 so that they are easily recognisable.
- Be provided on each floor of a multi-level workplace.
- Be provided in each company vehicle (e.g., OSHC bus)
- Be taken on excursions.

6 Responsibilities

Approved Provider:

It is the responsibility of the Approved Provider to:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Take every reasonable precaution to protect children at the service from harm and/or hazards that can cause injury ensuring that qualified first aid trained staff are in attendance whilst the service is providing education and care to children.
- Ensure educators including the Nominated Supervisor/Centre Director have undertaken current approved first aid training inclusive of anaphylaxis management training, approved emergency asthma management training and CPR training.
- Ensure each service is provided with and maintains an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards.
- Ensure there is an induction process for all new employees including agency educators, which 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.
- Ensure that all employees including agency educators are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- Ensure they keep up to date with any changes in procedures for administration of first aid and ensure that all services are informed of these changes.
- Ensure that copies of the policy and procedures are readily accessible to Nominated Supervisors/Centre Directors, staff and stakeholders and are available for inspection.

- Ensure all Petit ELJ employees are provided with relevant and up to date training to understand a duty of care exists to ensure children are provided with a high level of safety when they are involved in a situation that requires First Aid.
- Ensure any notification in relation to serious incidents is made within the regulated timeframes as per the *Managing Reporting Requirements and Notifications Policy*.

Operations Managers:

It is the responsibility of the Operations Manager to:

- Keep the Approved Provider abreast of any legislative requirements that are not being met or that have changed.
- Ensure risk assessments are prepared to identify potential risks and hazards within a service and these are reviewed and approved at least annually
- Monitor compliance with this policy at a service level including ensuring staff and volunteers have training on this policy and any related procedure.
- Ensure any notification in relation to serious incidents is made within the regulated timeframes as per the *Managing Reporting Requirements and Notifications Policy*.
- Complete all training requirements – reading this policy and associated documents within their induction period and annually thereafter.

Nominated Supervisor/Centre Director

It is the responsibility of the Nominated Supervisor/Centre Director to:

- Ensure that risk assessments are prepared to identify potential risks and hazards within the service and these are reviewed annually by Nominated Supervisor/Centre Director and approved by the service's Operations Manager.
- Maintain a current approved first aid qualification.
- 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.
- Monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached and dispose of out-of-date materials and supplies appropriately through the recording of checks on the First Aid Kit Checklist.
- 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 and details of these qualifications and expiry dates are kept up to date on a Staff Schedule.
- Keep up to date with any changes in the procedures for the administration of first aid.
- Contact the parent or guardian immediately in the event a child has had a head injury while at the service.
- Ensure that appropriate documentation is being recorded by the staff when completing Incident, Injury, Trauma and Illness Record and includes the following.
 - 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.
- Confirmation the incident injury trauma or illness for which the record has been completed has been notified to the Nominated Supervisor/Centre Director and the requirement to notify the incident to the Operations Managers and the Regulatory Authority has been considered
- 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
- Ensure any notification in relation to serious incidents is made within the regulated timeframes as per the *Managing Reporting Requirements and Notifications Policy*.
- Complete all training requirements – reading this policy and associated documents within their induction period and annually thereafter.
- Ensure employees and students are familiar with and follow all policies and procedures as developed by Petit ELJ. This includes ensuring compliance with all related policies and procedures.

Educators:

It is the responsibility of Educators to:

- Ensure they are familiar with and follow all policies and procedures as developed by Petit ELJ. This includes ensuring compliance with all related policies and procedures.
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management and CPR as required.
- 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.
- Complete all training requirements – reading this policy and associated documents within their induction period and annually thereafter.
- Ensure that they ask for clarification if any information is unclear.

Families:

It is the responsibility of parents and guardians to:

- Ensure contact details relating to the child/ren is kept up to date.
- Sign Incident, Injury, Trauma and Illness Record for any incident or injury that has occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child.
- Provide written consent in the Enrolment Form for staff to administer first aid if required.
- Provide written consent for the Approved Provider, Nominated Supervisor/Centre Director, or employee 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.
- Ensure they provide emergency contact details on their child's Enrolment Form and advise the service of any change to current details.

7 Reporting and Compliance

Links to NQS and Legislation:

Education and Care Services National Law (2010)	
Section 165	Offence to inadequately supervise children

Education and Care Services National Regulations 2011	
12(d)	Meaning of a serious incident- any emergency for which emergency services attended
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 a risk assessment for excursions
102C	Conduct a risk assessment for transporting of children by the education and care service
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
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

National Quality Standards		
Quality Area 2 Childrens Health and Safety		
2.1 Health		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and
2.2 Safety		
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.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Links to related procedures and forms

- OP26-F001 First Aid Kit Checklist
- OP21-F001 Enrolment Form

- OP35-F001 Incident, Injury and Trauma and Illness Record
- OP21 Enrolment and Orientation Policy
- OP40 Managing Reporting Requirements and Notifications Policy.
- OP42 Medical Conditions Policy

Links to references and further reading

- Australian Children’s Education & Care Quality Authority. ACEQCA- Policy and Procedure Guidelines. Emergency Evacuation guidelines.
- Education and Care Services National Regulations.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.
- Guide to the National Quality Framework.
- Education and Care Services National Law Act 2010.
- National Quality Standard.
- Code of Ethics
- United Convention on the Rights of the Child.
- Australian Red Cross: www.redcross.org.au
- St John Ambulance Australia (QLD): <https://www.stjohnqld.com.au/>
- 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

8 Approval and Review Details

APPROVAL AND REVIEW	DETAILS
Approval Authority	COO
Administrator	Operations Managers
Next Review Date	12 months from date of acceptance