

# Administration of First Aid Policy

Quality Area 2

## 1. Purpose

This service is committed to providing an environment that fosters the growth and development of children while protecting their health, safety and well-being. This includes the implementation of policies and procedures for the administration of first aid.

The purpose of this policy is to ensure that the service provides a safe environment where people are not in danger of illness or injury, that those who require first aid receive this care immediately and effectively, and that those persons requiring further attention are managed appropriately.

## 2. Scope

This policy applies to children, families, staff, volunteers and visitors at the service.

## 3. 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 the 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* states 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.

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*.

## 4. Principles

The Service is committed to:

- providing a safe and healthy environment for all children, early childhood teachers, 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.

## 5. Roles and responsibilities

**The Approved Provider, Nominated Supervisor and management will:**

- ensure obligations under the Education and Care Services National Law and National Regulations are met.
- ensure educators, staff, families, students, visitors and volunteers have knowledge of and adhere to this policy and procedures related to the administration of first aid.
- ensure 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; individual children's allergies and individual children's medical management plans.

- take every reasonable precaution to protect children at the Service from harm and/or hazards that can cause injury.
- ensure that the following qualified people are in attendance and immediately available in an emergency, at all times the service is providing education and care to children [Reg. 136]
  - at least one educator, staff member or nominated supervisor who holds a current ACECQA approved first aid qualification.
  - at least one educator, staff member or nominated supervisor of the service who has undertaken current approved anaphylaxis management training.
  - at least one educator, staff member or nominated supervisor of the service who has undertaken current approved emergency asthma management training.

(One staff member may hold one or more of the three qualifications)

- ensure required staff maintain current ACECQA approved first aid qualification and ACECQA approved anaphylaxis and asthma management training every 3 years and renew cardio-pulmonary resuscitation every 12 months and maintain a record on staff member's file
- appoint a first aid officer for the service and ensure all staff understand the role and responsibilities of the first aid officer.
- ensure a risk assessment is conducted before any activities, to identify risks to health, safety, or wellbeing and specify how these risks will be managed and minimised.
- provide and maintain an appropriate number of up-to-date, fully equipped first aid kits, that meet Australian Standards including a transportable first aid kit that can be taken to excursions and other activities.
- monitor the contents of all first aid kits each month and arrange replacement of stock, including when the use-by date has been reached and dispose of out-of-date materials and supplies appropriately
- ensure safety signs showing the location of first aid kits are clearly displayed.
- ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the Service.
- provide training for the administration of an auto-injector device (Epi Pen) annually and document completion of training on staff files and training registers.
- ensure that families/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
- ensure the regulatory authority is notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service.
- ensure that staff members are offered support and debriefing after a serious incident requiring the administration of first aid or attendance of emergency services.
- ensure parents/guardians provide written consent (via the enrolment record) for service staff to administer first aid.
- ensure parents/guardians provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital, dentist or ambulance service and if required, transport and accompany the child to the hospital.

#### **Educators will:**

- implement appropriate and prompt first aid procedures, when necessary, by adhering to the Service's Administration of First Aid Procedure.
- maintain current ACECQA approved first aid qualification and qualifications for approved anaphylaxis management and emergency asthma management every 3 years.
- renew cardio-pulmonary resuscitation every 12 months.
- participate in the administration of auto-injector device training 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 a trauma.
- ensure that the details of any incident for a child, visitor or staff member requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record accurately
- conduct a risk assessment before an excursion, regular outing, when providing regular transportation of children and all activities to identify risks to health, safety, or wellbeing and specify how these risks will be managed and minimised.

#### **Families will:**

- read and comply with the policies and procedures of the Service.
- sign Service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid treatment that was given to the child.
- provide the required information for the Service's medication record

- notify the Service upon enrolment of any specific health care needs of their child- including medical conditions and allergies.
- provide the Service with a medical management plan for their child if required and ensure these are kept up to date at all times.
- provide written consent (via the enrolment record) for service staff to administer first aid.
- provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital, dentist or ambulance service and if required, transport and accompany the child to the hospital
- be contactable at all times while their child is in attendance, either directly or through emergency contacts listed on the child's enrolment record
- notify educators of any change in the condition of their child's health that may impact the child's care and require the administration of first aid.

## 6. Induction and ongoing training

This policy will be accessible by service staff via the intranet and by families via the website. A hard copy of the policy will be available through the Service. Nominated supervisors are responsible for ensuring staff access to the policy and any supporting documents and undertake induction training prior to the policy being implemented. All service staff are responsible for understanding and complying with this policy and ongoing training will be provided using a range of learning platforms.

## 7. Monitoring, evaluation and review

Monitoring of compliance with this policy and the related procedure will be overseen by the policy owner. The review process for this policy will begin eight (8) weeks prior to the scheduled review date and include a consultation period with families, educators, compliance team and any other relevant stakeholders and will be facilitated by the Policy Officer.

All service staff will receive communication about any changes in or review of the policy or procedure. Training will be provided where required to ensure an understanding of the changes. Families will be notified of any changes 14 days prior to the implementation. Breaches of this policy will be dealt with in line with the MACSEYE Code of Conduct.

## 8. Related policies

- Acceptance and Refusal of Authorisations Policy
- Anaphylaxis Management Policy
- Child Safety and Wellbeing Policy
- Medical Conditions and Administration of Medication Policy
- Diabetes Management Policy
- Nutrition and Food Safety Policy
- Safe Transport Policy
- Sun Protection Policy
- Asthma Management Policy
- Dealing with Infectious Diseases Policy
- Delivering and Collection of Children Policy
- Emergency and Evacuation Policy
- Excursion and Incursion Policy
- Incident, Injury, Trauma and Illness Policy
- Sleep and Rest Policy
- Supervision Policy
- Water Safety Policy

## 9. Legislative requirements

### NATIONAL QUALITY STANDARDS (NQS)

Quality Area 2

Children's Health and Safety

## EDUCATION AND CARE SERVICES NATIONAL LAW ACT

<b>Section 157</b>	Offence relating to protection of children from harm and hazards
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## EDUCATION AND CARE SERVICES NATIONAL LAW REGULATIONS

<b>Regulation 12</b>	Meaning of serious incident
<b>Regulation 85</b>	Incident, injury, trauma and illness policies and procedures
<b>Regulation 86</b>	Notification to parents of incident, injury, trauma and illness
<b>Regulation 87</b>	Incident, injury, trauma and illness record
<b>Regulation 88</b>	Infectious diseases
<b>Regulation 89</b>	First aid kits
<b>Regulation 90</b>	Medical conditions policy
<b>Regulation 92</b>	Medication record
<b>Regulation 93</b>	Administration of medication
<b>Regulation 94</b>	Exception to authorisation requirement-anaphylaxis or asthma emergency
<b>Regulation 97</b>	Emergency and evacuation procedures
<b>Regulation 101</b>	Conduct a risk assessment for excursions
<b>Regulation 102C</b>	Conduct a risk assessment for transporting of children by the education and care service
<b>Regulation 136</b>	First aid qualifications
<b>Regulation 137</b>	Approval of qualifications
<b>Regulation 161</b>	Authorisations to be kept in enrolment record
<b>Regulation 162</b>	Health information to be kept in enrolment record
<b>Regulation 168 (2)(a)(iv)</b>	Education and care service must have policies and procedures
<b>Regulation 170</b>	Policies and procedures to be followed
<b>Regulation 171</b>	Policies and procedures to be kept available
<b>Regulation 175</b>	Prescribed information to be notified to Regulatory Authority
<b>Regulation 176</b>	Time to notify certain information to Regulatory Authority
<b>Regulation 183</b>	Storage of records and other documents

## RELATED LEGISLATIONS

Occupational Health and Safety Act 2004 (Vic)

Child Wellbeing and Safety Act 2005 (Vic)

# 10. Definitions

<b>Term</b>	<b>Meaning</b>
<b>Approved first aid qualifications</b>	A qualification that includes training in the matters set out below, that relates to and is appropriate to children, and has been approved by ACECQA and published on the list of ACECQA's approved first aid qualifications and training.

Term	Meaning
	Matters are likely to include: emergency life support and cardiopulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.
<b>Approved provider</b>	A person who holds a provider approval (National Law). A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.
<b>Education and care service premises</b>	In relation to a centre-based service, means each place at which an education and care service operates or is to operate.
<b>Educational program</b>	<p>A program that:</p> <ul style="list-style-type: none"> <li>• is based on an approved learning framework; and</li> <li>• is delivered in a manner that accords with the approved learning framework; and</li> <li>• is based on the developmental needs, interests and experiences of each child; and</li> <li>• is designed to take into account the individual differences of each child (National Law).</li> </ul>
<b>Emergency</b>	An incident, situation or event where there is an imminent or severe risk to the health, safety, or wellbeing of a person at the service. For example, a flood, fire, or a situation that requires the service premises to be locked down.
<b>First aid</b>	Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website.
<b>Excursion</b>	An outing organised by an education and care service, but does not include an outing organised by an education and care service provided on a school site if the child or children leave the education and care service premises in the company of an educator and the child or children do not leave the school site (National Regulations).
<b>MACSEYE</b>	Melbourne Archdiocese Catholic Early Years Education Ltd, a subsidiary of Melbourne Archdiocese Catholic Schools Ltd established to conduct early childhood education and care services.
<b>Medical management plan</b>	Individual medical management plans can be provided by a child's family and may be required by the service before the child is enrolled. It is best practice for the family to consult with the child's medical practitioner in the development of the plan and for the practitioner's advice to be documented.
<b>Medication</b>	Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website.
<b>Medication record</b>	<p>A record to be kept for each child to whom medication is to be administered by the service. Details to be recorded:</p> <ul style="list-style-type: none"> <li>• the child's name</li> <li>• the authorisation to administer medication</li> <li>• the name of the medication</li> <li>• the date and time the medication was last administered</li> <li>• when the medication should be next administered</li> <li>• the dosage to be administered</li> <li>• the manner in which it is to be administered</li> <li>• details once it is administered.</li> </ul>
<b>National Law</b>	Unless otherwise specified, the Education and Care Services National Law Act 2010 or, in Western Australia, the Education and Care Services National Law (WA) Act 2012. This applied law system sets a national standard for children's education and care across Australia. See the ACECQA website for the Application Act or legislation that applies in each jurisdiction.
<b>National Regulations</b>	The Education and Care National Regulations. The National Regulations support the National Law by providing detail on a range of operational requirements for an education and care service.
<b>Nominated supervisor</b>	<p>In relation to an education and care service, means a person who:</p> <ul style="list-style-type: none"> <li>• is nominated by the approved provider of the service under Part 3 to be a nominated supervisor of that service; and</li> <li>• unless the individual is the approved provider, has provided written consent to that nomination (National Law).</li> </ul>
<b>Person in day-to-day charge</b>	<p>A person is in day-to-day charge of an education and care service if:</p> <ul style="list-style-type: none"> <li>• the person is placed in day-to-day charge by the approved provider or a nominated supervisor of the service; and</li> </ul>

Term	Meaning
	<ul style="list-style-type: none"> <li>the person consents to the placement in writing (National Regulations). There are minimum requirements for the person in day-to-day charge.</li> </ul>
<b>Person with management or control</b>	<p>In relation to an education and care service, means:</p> <ul style="list-style-type: none"> <li>if the provider or intended provider of the service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and care service; or</li> <li>if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or</li> <li>if the provider of the service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or</li> <li>in any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service (National Law).</li> </ul>
<b>Risk assessment</b>	A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.
<b>Risk minimisation plan</b>	<p>A plan developed with a child's parents to ensure that:</p> <ul style="list-style-type: none"> <li>the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised</li> <li>practices and procedures in relation to the safe handling, preparation, consumption, and service of food are developed and implemented (if relevant)</li> <li>practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented (if relevant)</li> <li>practices and procedures ensuring that all educators, staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented</li> <li>practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented (if relevant).</li> </ul>

## 11. Policy information

Policy information			
<b>Policy title:</b>	Administration of First Aid Policy	<b>Version:</b>	2.0
<b>Authorised Executive:</b>	Director - Quality, Safety and Compliance	<b>Responsible Manager:</b>	General Manager - OHS, Wellbeing and Child Safety
<b>Approving authority:</b>	Managing Director	<b>Approval date:</b>	06/09/2024
<b>Effective date:</b>	06/09/2024	<b>Review date:</b>	06/09/2025
<b>Review approval date:</b>	13/11/2025	<b>Next review date:</b>	13/11/2026

Version control		
Version	Date	Changes
1.0	6/9/2024	Policy developed
1.1	03/11/2025	Annual Policy review undertaken, minor style changes made
2.0	13/11/2025	Policy Approved by Managing Director