

	<h2 style="text-align: center;">Administration of First Aid Policy and Procedure</h2>
Version No.	Version 3.0 12 April 2023 (approved)
Authorisation	Director City Life
Expiry Date	Policy to be reviewed by 1 December 2025
Responsible Officer	Manager Families and Children
Policy Owner	Early Childhood Coordinator

1. Purpose

Melton City Council is committed to:

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

1.1. This policy has been adapted from *PolicyWorks* Manual - National Quality Framework released by the Early Learning Association Australia.

2. Scope

This policy and procedure applies to services responsible for the direct education and care of children. This includes the Approved Provider, Nominated Supervisor, Responsible Person, Person in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the Melton City Council, including during offsite excursions and activities.

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 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* state that an Approved Provider must ensure that at least one educator with current Approved First Aid qualifications, Anaphylaxis Management and Asthma Management 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 and First Aid Kits in order to meet their obligations under the *Occupational Health and Safety Act 2004*. WorkSafe Victoria has developed a *First Aid in the Workplace - Compliance Code* that provides guidance on how these obligations can be met.

4. Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Word/Term	Definition
Approved First Aid, Anaphylaxis Management and Emergency Asthma Management Qualification	A list of Approved First Aid Qualifications, Anaphylaxis Management and Emergency Asthma Management training is published on the ACECQA website (see <i>Sources</i>).
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 Kit	The <i>First Aid in the Workplace - Compliance Code</i> , developed by WorkSafe Victoria, lists the minimum requirements for a First Aid Kit.
Incident, Injury, Trauma and Illness Record	<p>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.</p> <p>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 National Regulations 183.</p> <p>A sample <i>Incident, Injury, Trauma and Illness Record</i> is available on the Melton City Council website with the Incident, Injury, Trauma and Illness Record policy and procedure (see <i>Sources</i>).</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) (National Regulations 92).

Word/Term	Definition
	A sample Medication Record is available on the Melton City Council website with the medication policy and procedure.
Resuscitation Flowchart	Outlines the steps involved in resuscitation: danger, response, send, airways, breathing, compression and defibrillation. The Australian Resuscitation Council provides flowcharts for the resuscitation of adults and children free of charge.
Serious Incident	<p>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 (National Regulations 12).</p> <p>A Serious Incident must be documented in an <i>Incident, Injury, Trauma and Illness Record</i> (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority (Department of Education & Training (DET)) must be notified within 24 hours of a Serious Incident occurring at the service (National Regulations 176(2)). Records are required to be retained for the periods specified in the National Regulations 183.</p>

5. Responsibility/Accountability

5.1. The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Leadership Group and their service staff:

- that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (*Education and Care Services National Law Act 2010*, Section 167)
- assessing the First Aid requirements for the service. A risk assessment can assist with this process. Refer to Melton City Council's intranet 6.2.1 Hazard Identification and Risk Assessment
- having at least one educator in services under the National Regulations has current Approved First Aid qualifications, Anaphylaxis Management training and Emergency Asthma management training and is in attendance and immediately available at all times that children are being educated and cared for by the service (National Regulations 136).
- providing and maintaining an appropriate number of up-to-date, fully equipped First Aid Kits that meet Australian Standards. 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
- 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 (National Regulations 100 and 101)
- providing and maintaining a portable First Aid Kit that can be taken offsite for excursions and other activities
- that First Aid training details recorded on each educator and staff member's record are current and up to date
- safety signs showing the location of First Aid Kits are clearly displayed
- 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

- 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*
 - that staff and educators are offered support and debriefing following a Serious Incident requiring the administration of First Aid
 - a Resuscitation Flowchart is displayed in a prominent position in the indoor and outdoor environments of the service
 - where there any changes in procedures for administration of First Aid, all educators are informed of these changes.
- 5.2. The Nominated Supervisor, Responsible Person, Person in Day to Day Charge is responsible for:
- ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (National Regulations 167)
 - Ensuring that the prescribed educator to child ratios are met at all times
 - ensuring that all educators' Approved First Aid qualifications, Anaphylaxis Management training and Emergency Asthma Management training are current, meet the requirements of the National Regulations 137 and are approved by ACECQA
 - 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 (National Regulations 100 and 101)
 - ensuring a portable First Aid Kit is available for all excursions and other offsite activities
- 5.3. The nominated First Aid officer, where required, is responsible for:
- maintaining a current Approved First Aid qualification
 - monitoring the contents of all First Aid Kits and arranging with the Approved Provider for replacement of stock, including when the use-by date has been reached
 - disposing of out-of-date materials appropriately
 - ensuring a portable First Aid Kit is taken on all excursions and other offsite activities
 - keeping up to date with any changes in the procedures for the administration of First Aid.
- 5.4. Staff and educators are responsible for:
- implementing appropriate First Aid procedures when necessary
 - ensuring staff have current Approved First Aid qualifications, and qualifications in Anaphylaxis Management and Emergency Asthma Management, as required
 - practicing CPR and administration of an auto-injection device at least annually
 - ensuring that all children are adequately supervised while providing First Aid and comfort for a child involved in an incident or suffering trauma
 - ensuring that the details of any incident requiring the administration of First Aid are recorded on the *Incident, Injury, Trauma and Illness Record*
 - additionally, Family Day Care educators may need to complete an Insurance Liability form and forward to the Coordination Unit.
 - 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 (National Regulations 100 and 101).

5.5. Parents/guardians are responsible for:

- providing the required information for the service's Medication Record
- providing written consent (via the enrolment form) 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 form, in the event of an incident requiring the administration of First Aid.

5.6. Volunteers and students, while at the service, are responsible for following this policy and its procedures.

6. References, Sources, Links to Legislation and Other Documents

6.1. Please refer to Reference [and Sources](#) page.

6.2. Related service policies and procedures:

- *Administration of Medication Policy and procedure*
- *Anaphylaxis Policy and procedure*
- *Asthma Policy and procedure*
- *Emergency and Evacuation Policy and procedure*
- *Excursions and Service Events Policy and procedure*
- *Incident, Injury, Trauma and Illness Policy and procedure*
- *Staffing Policy and procedure.*

7. Procedure

7.1 In terms of First Aid Training

- Staff and educators will undergo First Aid training as part of their condition of employment or registration. Staff and educators are responsible to renew their certificates before the expiry date.

7.2 In terms of First Aid Kits

- A fully stocked and updated First Aid Kit will be kept in the identifiable, designated secure place in the service. Staff/educators are to ensure that the First Aid Kit is updated and easily accessible to all Staff/educators and kept inaccessible to the children.
- A portable First Aid Kit for travelling will also be maintained and taken on excursions.
- It is the responsibility of the staff/educator in charge to ensure that First Aid Kits are regularly maintained e.g. fully stocked and items kept within expiry date.
- It is also an expectation of other staff to inform the staff/educator in charge of any low stock in the First Aid Kit.

7.3 In terms of Administering First Aid

Staff and educators with a First Aid qualification will recognise an illness, injury incident, or emergency and can give First Aid to an injured or ill person until an ambulance arrives. This will include the First Aid method of DRSABCD (Danger, Response, Send, Airway, Breathing, CPR, and Defibrillation).

7.4 In terms of documenting a First Aid Incident

The educator/staff must keep accident, injury, illness and trauma records for children in care, documenting relevant information regarding the administration of First Aid and comments relating to children's health/well-being. Records must contain information outlined in the National Regulations depending on the service type.

7.5 In terms of reporting the Administration of First Aid to parents/guardians

The parent/guardian of the child will be contacted to inform them of an injury/illness which requires First Aid after seeking emergency assistance (if required):

- if the child has been taken to the hospital by the ambulance, inform the parent/guardian of the hospital the child has been taken to, and the time of departure
- direct all questions and concerns of the parent/guardian regarding the child's health to the hospital
- only give the parent/guardian the facts of the situation
- contact the team leader/coordinator to inform of the situation
- additionally, Family Day Care educators may need to complete an Insurance Liability form and forward to the Coordination Unit.

7.6 If a child becomes ill and requires First Aid whilst in care at the service, educators/staff will notify the parent/guardian and/or authorised person, to ensure collection of the child as soon as possible. Children cannot stay or return to the service as long as symptoms persist and are visible. This is to support the needs of the child who is unwell, as well as to prevent the spread of infection to other children and educators/staff at the service.