

<b>Title</b>	<b>Administration of First Aid Policy</b>
<b>Policy Category</b>	Children’s Programs
<b>Policy Type</b>	Mandatory
<b>NQF Standard</b>	NQS: Quality Area 2
<b>Related Legislation</b>	See legislation map

### Background and Context

This policy will provide guidelines for the administration of first aid at a Glen Education service.

Glen Education 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.

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 is in attendance and immediately available at all times that children are being educated and cared for by the service. 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 [www.acecqa.gov.au/qualifications/approved-first-aid-qualifications](http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications). As a demonstration of duty of care and best practice ELAA recommends all educators have current approved first aid qualifications.

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 that provides guidance on how these obligations can be met.

### Scope

This policy applies to Glen Education, Nominated Supervisors, educators, employees, students on placement, volunteers, parents/guardians, children, and others attending the programs and activities of the Glen Education service, including during offsite excursions and activities.

## Definitions

**Approved first aid qualification:** A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**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 reasonably 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/approved-first-aid-qualifications](http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications)

**First aid kit:** The Compliance Code First aid in the workplace, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit. First aid in the workplace is available at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Glen Education Leader:** A person who is nominated by Glen Education Management to provide leadership and mentoring (operational and educational) across the organisation, that aligns with the National Early Years Framework and who actively promotes and ensures adherence to all Glen Education practices, policies and procedures

**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 practicable but not later than 24 hours after the occurrence. Any serious injury that is sustained above the shoulders, needs to be reported to Glen Education Management in addition to the family, as soon as practicable and on the day of the incident. Details required include the:

- 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.

These details need to be kept for the period of time specified in Regulation 183. Glen Education have developed an Incident, Injury, Trauma and Illness Record that is reflective of all National Regulatory requirements, which is available at the service or by contacting [info@Glen.Education.org.au](mailto:info@Glen.Education.org.au)

**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 (Regulation 92). A sample medication record is available on the ACECQA website.

**Nominated Supervisor:** A person who has been nominated by Glen Education under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor(s) with responsibility for the service in accordance with the National Regulations (Section 5 and 161).

**Resuscitation flowchart:** Outlines the six steps involved in resuscitation: danger, response, airways, breathing, compression and defibrillation (DRABCD). The Australian Resuscitation Council provides

flowcharts for the resuscitation of adults and children free of charge at <https://resus.org.au/guidelines/flowcharts-3/>

**Serious incident:** A serious incident is defined in Regulation 12 as:

- the death of a child while being educated and cared for by the service.
- Any incident involving an injury or trauma, or illness of a child that requires or ought have required:
  - attention of a registered medical practitioner, or
  - attendance to hospital(Examples include whooping cough, suspected broken limb, anaphylaxis reaction).
- Any incident requiring attendance by emergency services
- A circumstance where a child appears to be missing, is unaccounted for, has been removed from the service contrary to the Regulations, or has been locked in or out of the premises.

Glen Education must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). The Notification of serious incident form (available on the ACECQA website) is to be completed and submitted on line using the National Quality Agenda IT System (NQAITS). Records are required to be retained for the periods specified in Regulation 183. In addition, serious injuries need to be reported to Glen Education Management and the responsible person in charge, as soon as practicable and on the day of the incident.

### Policy

**Glen Education 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 (Section 167)
- assessing the first aid requirements for the service. A first aid risk assessment can assist with this process
- ensuring that at least one 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 service (Regulation 136(1)(a)). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations
- appointing an educator 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
- providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits 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 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)
- providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities
- ensuring that first aid training details are recorded on each staff member's record
- ensuring safety signs showing the location of first aid kits are clearly displayed
- 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

- 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)
- ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid (refer to Incident, Injury, Trauma and Illness Policy)
- ensuring a resuscitation flow chart (refer to Definitions) 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 and ensuring that all educators are informed of these changes.

**The Nominated Supervisor/Glen Education Leader 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 (Section 167)
- ensuring that the prescribed educator-to-child ratios are met at all times (refer to Supervision of Children Policy)
- ensuring that all educators' approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources)
- 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)
- ensuring a portable first aid kit is taken on all excursions and other offsite activities (refer to Excursions and Service Events Policy).
- The nominated first aid officer is responsible for:
  - maintaining a current approved first aid qualification (refer to Definitions)
  - monitoring the contents of all first aid kits and arranging with Glen Education 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 (refer to Excursions and Service Events Policy)
  - keeping up to date with any changes in the procedures for the administration of first aid.

**All educators are responsible for:**

- implementing appropriate first aid procedures when necessary
- maintaining 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 (in accordance with other service policies)
- ensuring that all children are adequately supervised (refer to the Supervision of Children Policy) 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 (refer to Definitions) and the report is provided to families as soon as practicable
- notifying Glen Education or Nominated Supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training
- ensuring a portable first aid kit is taken on all excursions and other offsite activities

(refer to Excursions and Service Events Policy)

- 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 (Regulations 100, 101). These need to be submitted to Glen Education management prior to the excursion for review and approval.

**Parents/guardians are responsible for:**

- providing the required information for the service’s medication record (refer to Definitions)
- providing written consent (via the enrolment record) 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 record, in the event of an incident requiring the administration of first aid.
- communicating any changes to the child’s general health and informing educators of any incidents, allergic/anaphylactic reactions that have occurred outside of the service.

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

**Approvals and Revision**

Date	Version	Author	Revision Description
Q3 2012	1.00	Glen Education Management	New Policy
Q2 2022	4.00	Glen Education Management	Policy amended due to rebranding May 2022
Q1 2024	5.00	Glen Education Management	Annual Review