

## POLICY & PROCEDURAL STATEMENTS

**Topic:** Early Learning – Administration of First Aid

**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 Children's Services Regulations 2020* (Vic) Regulation 95 requires children's services to ensure that *at least*:

1. One (1) staff member or one (1) nominated supervisor of the service holds a current approved first aid qualification.
2. One (1) staff member or one (1) nominated supervisor of the service has undertaken current approved anaphylaxis management training.
3. One (1) staff member or one (1) nominated supervisor of the service has undertaken current approved emergency asthma management training.

and is in attendance at the premises and immediately available in an emergency at all times that children are being educated and cared for by the service.

The Education and Care Services (National Quality Framework) under the *Education and Care Services National Regulations 2011* approves first aid qualifications that meet the requirements for first aid, anaphylaxis management, and emergency asthma management training in Early Learning services.

**Policy:** Avenue Neighbourhood House @ Eley Inc. (ANH@E) is committed to providing a safe and secure environment for children in their care, educators, families, and visitors. First Aid will be administered as necessary by Early Learning educators who hold an approved and current first aid qualification.

As a demonstration of duty of care and best practice, ANH@E requires **all** Early Learning staff to hold current approved first aid qualifications including in anaphylaxis and emergency asthma management.

This policy must be read in conjunction with the following ANH@E policies:

- Child Health
- Anaphylaxis
- Asthma Management
- Diabetes Management
- Medical Conditions and Administering Medication

**Purpose:** ANH@E Early Learning has a duty of care to provide and protect the health and safety of children, families, educators, and visitors. This policy aims to ensure that:

- Ill or injured persons are stabilised and comforted until medical assistance intervenes.
- Ill or injured persons are monitored in the recovery stage.
- Additional first aid practices are applied if the condition does not improve.
- The environment is safe and other people are not in danger of becoming ill or injured.

**Scope:** This policy applies to children, families, staff, management, and visitors of the Early Learning Centre.

**Relevant Legislation and Standards:**

- *Children's Services Regulations 2020 (Vic):* Regulation 95
- *Education and Care Services National Law Act 2010:* Sections 167, 169
- *Education and Care Services National Regulations 2011:* Regulations 87, 89, 136, 137(1)€, 168(2)(a), 245
- National Quality Standards, Quality Areas 2,3 and 4
- *Occupational Health and Safety Act 2004 (Vic)*

**Definitions:** *Approved first aid qualification* is accepted by the Education and Care Services (National Quality Framework) and includes CPR, anaphylaxis, and emergency asthma management. The list of approved first aid qualifications are published at the Victorian [Department of Education and Training](#).

*Duty of care* is 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 risks of injury.

*First aid* is 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 must be administered by a person who holds a current and approved first aid qualification.

*First aid kit* holds equipment and supplies used to treat injuries and illnesses. The first aid kit should be organised, properly stocked, and available at all times. The *First Aid in the Workplace Code of Practice (2012)* by Safe Work Australia advises that first aid kits for workplaces should not contain medications. As first aid is defined as the provision of emergency treatment and life support for people suffering injury or illness, the dispensing of medication does not generally fall within this definition. It is recommended that medicines are not kept in a first aid kit. The *First Aid in the Workplace Code of Practice (2012)* by [Safe Work Australia](#) should be used as a reference to guide you in choosing first aid kits for your workplace.

***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 at ANH@E Early Learning. Any incident, injury, trauma, or illness must be recorded as soon as is practicable but **not later than 24 hours** after the occurrence.

***Medication record*** contains details for each child to whom medication is to be administered by the Centre. 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.

***Resuscitation flowchart*** outlines the six steps involved in resuscitation: danger, response, airways, breathing, compression, and defibrillation. The Australian Resuscitation Council provides [flowcharts for the resuscitation of adults and children](#) free of charge.

***Serious incident*** is 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 Centre in contravention of the regulations, or is mistakenly locked in/out of the Centre's 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 serious incident occurring at the centre the Regulatory Authority (Department of Education and Training Victoria) must be notified.

### **Code of Practice:**

ANH@E Early Learning Centre will:

- Ensure that every reasonable precaution is taken to protect children from harm and hazards that are likely to cause injury.
- Ensure that at least one educator with current approved first aid qualifications, including CPR, and emergency asthma and anaphylaxis management is in attendance and immediately available at all times that children are being educated and cared for by the service.
- Appoint a nominated First Aid Officer. This is a legislative requirement where there are ten (10) or more employees.
- Ensure all Early Learning educators' approved first aid qualifications, anaphylaxis management training, and emergency asthma management training are current and meet the requirements of the regulations and are approved.
- Provide annual training on the administration of an auto-injection device and CPR and document on staff files.
- Ensure that first aid training details are recorded on each staff member's record.
- Ensure 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.
- Ensure that parents or guardians are notified as soon as possible (within 24 hours maximum) if their child is involved in an incident, injury, trauma, or illness at ANH@E and record details on the Incident, Injury, Trauma, and Illness Record.
- Ensure that staff are offered support and debriefing following a serious incident requiring the administration of first aid.

- Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.
- Keep up to date with any changes in procedures for administration of first aid, ensuring that all educators are informed of these changes.

**The nominated First Aid Officer is responsible for:**

- Maintaining a current approved first aid qualification including in anaphylaxis and emergency asthma management.
- Responding to and assisting staff when dealing with a serious incident or trauma.
- Providing and maintaining an appropriate number of up to date, fully equipped first aid kits that meet Australian Standards.
- Providing and maintaining a portable first aid kit that can be taken offsite when required (e.g., fire drills).
- Monitoring the contents of all first aid kits and arranging replacement of stock, including when the use by dates have been reached (to be done every six (6) months).
- Disposing out-of-date materials appropriately.
- Ensuring safety signs showing the location of first aid kits are clearly displayed.
- Keeping up to date with any changes in the procedures for the administration of first aid.

**Educators with approved first aid qualifications 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.
- Practising CPR and administration of an auto-injection device at least annually.
- Ensuring that all children are adequately supervised while the educator is 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.
- 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. Excursions are not a part of the program at ANH@E Early Learning Centre.

**Parents/guardians are responsible for:**

- Providing the required information for their child’s medical record.
- Updating information for their child’s medical record if the child’s health changes and informing staff of the change in the child’s health.
- Providing written consent (via the enrolment record) for 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.

**This policy was created in September 2021 and will be reviewed again in November 2023.**

**Signed..... CoM Meeting.....**