

POLICY

POLICY 48: HEALTH AND SAFETY ADMINISTRATION OF FIRST-AID

OVERARCHING PERSPECTIVE:

Perspective: People and Process

Policy: Health and Safety

OUTCOME:

Our Village Family Childcare 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.

SCOPE:

This document applies to the Educators, Families, Coordination Unit Staff of Our Village Family Childcare Service.

RATIONALE:

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 and Educators 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 an approved children's service is based on the health, safety and welfare of children, and requires that children are protected from hazard and harm. The *Education & Care Services National Regulations 2011* state that the Approved Provider must ensure that Family Day Care staff and Educators have current approved first aid qualifications. Under the *Education & 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.

It is also a requirement that appropriate first aid arrangements are in place. First aid training made available to staff and Educators, first aid kits in all Educator residences and vehicles. At the principal office a first aid kit and first aid facilities to meet the obligations under the *Occupational Health & 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.

PROCESS:

The Approved Provider is responsible for:

- Ensuring every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Sections 167)
- Assessing the first-aid requirements for the service
- Ensuring all staff and Educators have current first aid, anaphylaxis and asthma training
- Ensuring Educator and staff first aid and related training details are recorded on each Educator or staff member record
- Advising families of first aid requirements as outlined in this policy
- Ensuring Educators have up to date, fully equipped first aid kits that meet Australian Standards (see definitions)
- Providing and maintaining up to date, fully equipped first aid kits that meet Australian Standards at the principal office/playgroup room
- Ensuring Educators and staff have portable first aid kits that can be taken offsite for excursions and outings
- Ensuring signs showing the location of first aid kits are clearly displayed
- Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor/outdoor environments of the service
- Ensuring Educators and staff are offered support and debriefing following a serious incident requiring the administration of first aid
- Keeping up to date with any changes in procedures for administration of first aid and ensuring all Educators are informed
- Ensuring there is an induction process for all Educators and staff pertaining to first aid requirements
- Note: incidents requiring first aid may also require action under the service's trauma and illness policy, incident reporting policy, medical condition policy,

The Nominated Supervisor is responsible for:

- Maintaining current approved first aid, anaphylaxis and asthma qualifications
- Ensuring 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 all Educators and Certified Supervisors approved first aid, anaphylaxis, asthma management qualifications are current and meet the requirements of the National Act (Section 169 (4)) and National Regulations (Regulation 137) and are approved by ACECQA.
- Ensuring Educators have portable first aid kits that can be taken offsite for excursions and outings
- Keeping up to date with any changes in procedures for administration of first aid and ensuring all Educators are informed

Certified Supervisors and Educators are responsible for:

- Implementing appropriate first aid procedures when necessary
- Maintaining current approved first aid, anaphylaxis and asthma qualifications as required
- Practicing CPR and administration of auto-injection devices at least annually
- Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an accident or suffering a trauma (refer to procedure to contact staff or nearest Educator to support in an emergency)

- Ensuring that the details of any incident requiring the administration of first-aid is recorded on the *Incident, Injury, Trauma and Illness Record* (refer to definitions)
- Notifying the Approved Provider or Nominated Supervisor six months prior to the expiration of their first aid, anaphylaxis or asthma management accredited training

Parents/guardians are responsible for:

- Providing the required information to the service regarding their child/s Medical Management Plan (refer to definitions)
- Providing written consent (via the enrolment record) for the Educator or Coordination Unit 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 first aid

Volunteers and Students:

- Are responsible for following this policy and procedures while at the principal office or visiting an Educator residence with a Certified Supervisor.

EVALUATION

In order to assess whether the purposes of this procedure has been achieved, the Approved Provider/Nominated Supervisor will:

- Regularly check Educator and staff files to ensure the details of approved first aid qualifications have been recorded and are current
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Review the first aid procedures following an incident to determine their effectiveness
- Keep the policy up to date with current legislation, research, policy and best practice
- Consider the advice of relevant bodies and organizations eg, Red Cross
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify Educators/parent/guardians at least 14 days prior to making any changes to this policy or its procedures

DEFINITIONS:

The terms defined in this section relate specifically to this procedure. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc, refer to the *Education and Care Services National Regulations 2011*.

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.acecqua.gov.au

Duty of Care: A common law concept that refers to the responsibility 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 training should be delivered by an approved first aid provider and a list is published on the ACECQA web site:

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.
http://www.worksafe.vic.gov.au/_data/assets/pdf_file/0003/8706/First_aid_CC.pdf

Incident, Injury, Trauma and Illness Record: Contains details if 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 practicable but not later than 24 hours after the occurrence. Details required include the:

- name and age of child
- circumstances leading to the incident, injury, trauma or illness (including 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 time and date of this
- signature of the person making the entry, and date and time of this.

These details need to be kept for the period of time specified in Regulation 183.

Resuscitation flowchart: Outlines 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 at www.resuscitation.org.au/flowcharts.htm

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 an Educator's residence in contravention of the regulations or is mistakenly locked in/out of the Educator's residence or other visited venue (Regulation 12). A serious incident should be documented in an *Incident, Trauma and Illness Record* as soon as possible and within 24 hours of the incident. The Regulatory Authority (Department of Education and Training) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176 (2) (a)) Records are required to be retained for the periods specified in Regulation 183.

Medical Management Plan (see Medical Conditions Policy): Contains details for each child whom medication is to be administered by the Educator. This includes the child's name, signed authorization to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of Educator administering the

medication and name and signature of another person if required (Regulation 92).

REFERENCES:


Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010: Sections 167, 168, 169
- Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 137 (1) (e)
- National Quality Standard, Quality Area 2: Children's Health & Safety
 - Standard 2.3: Each Child is Protected
 - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- Occupational Health and Safety Act 2004

RELATED DOCUMENTS:

- Anaphylaxis Management - 1
- Asthma Management - 4
- Medication - 25
- Dealing with Medical Conditions - 45
- Emergency Evacuation and Bush Fire Management - 46
- Incident, Injury, Trauma and Illness Policy - 14
- Engagement & Registration of FDC Educators - 13

This box to be completed after final draft has been approved.

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| Owner: | Manager, Family Day Care | Signed in accordance with Deed of Delegation: <div style="text-align: right;">1/12/2016</div>  <hr/> Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch | |