

POLICY NO 48: HEALTH AND SAFETY – ADMINISTRATION OF FIRST AID

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

To ensure there are clear guidelines in place within Our Village Family Childcare for the administration of first aid.

CRITICAL INFORMATION:

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.
- 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.

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PURPOSE:

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, (current version October 1, 2023) 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 (version 015), 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 <https://www.acecqa.gov.au/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.

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/RESPONSIBILITIES:

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

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and

supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

<p>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, (current version October 1, 2023).</p>	
<p>Approved First Aid Qualification</p>	<p>list of approved first aid qualifications, anaphylaxis management and emergency asthma management training are published on the ACECQA website: https://www.cecqa.gov.au/</p>
<p>Duty of Care</p>	<p>A common law concept that refers to the responsibility of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.</p>
<p>First Aid</p>	<p>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: https://www.cecqa.gov.au/qualifications.</p>
<p>First Aid Kit</p>	<p>The Compliance Code <i>First Aid in the Workplace</i>, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit. Compliance Code: First Aid in the Workplace</p>
<p>Incident, Injury, Trauma, and Illness Record</p>	<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 practicable but not later than 24 hours after the occurrence. Details required include the:</p> <ul style="list-style-type: none"> ○ 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. <p>These details need to be kept for the period of time specified in Regulation 183.</p>

<p>Medication Form and Self Administration Medication Record (for School age Children)</p>	<p>Contains details of Medication administered due to an incident or illness that occurs while the child is being educated and cared for by the service. Any medication administered must be recorded as soon as practicable but not later than 24 hours after the occurrence. Details required include:</p> <p>Parent (if applicable and not due to an emergency or management plan)</p> <ul style="list-style-type: none"> • Name and age of child • Parent/Guardians Name • Doctors Name and phone number • Name of Medication Prescribed by the doctor or parent. • Reason for medication to be administered. • Time and dosage previously administered in the last 24hrs. (if applicable) • Dosage, how often and next dose due • Manner of Administering Medication • Duration of Medication • Parent Signature and date <p>Educator</p> <ul style="list-style-type: none"> • Date, Dosage, Manner administered, Time and Educator Signature • Parent Signature
<p>Resuscitation flowchart</p>	<p>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 Australian Resuscitation Council Flowcharts</p>
<p>Serious incident</p>	<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 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.</p>
<p>Medical Management (Action) Plan (see Medical Conditions Policy)</p>	<p>Contains details for each child whose 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).</p>

PROCEDURES:

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 that each family day care educator and family day care educator assistant engaged by or registered with the service—
 - holds a current approved first aid qualification; and
 - has undertaken current approved anaphylaxis management training; and
 - has undertaken current approved emergency asthma management training. Education and Care Service National Regulations (current version October 1, 2023)
- 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.
- 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 Coordination Unit staff hold approved first aid, anaphylaxis, asthma management qualifications that 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.
- Upon receipt of notification of the incident:
 - complete all service forms.
 - Fulfil any SCCH reporting requirements.
 - Inform the regulatory authority of any serious incident within 24hrs through NQAITS portal.

- Each OVFC Manager will notify Head of Services as per organisational Structure of the notifiable incident.

Coordinators and Educators are responsible for:

- Implementing appropriate first aid procedures when necessary
- Ensure there are two first aid kits, one for the home and one for excursions and emergency evacuations – otherwise ensure the first aid kit is portable.
- Ensure first aid kits are checked at least annually.
- 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)
- Ensure Incident, Illness, Trauma, and Injury Record (refer to definitions) is completed for all incidents and the details of any incident requiring the administration of first aid. Records must be signed by the parent/guardian of the child and submitted to the coordination unit within 24hrs.
- In the case of a **serious incident**, complete the incident form, contact the Co-ordination Unit, and advise them of what has happened (as soon as is practicable) but within 24hrs.
- If the parent/family informs you that they have sought medical attention (a serious incident) 24hrs or more after the actual incident, please inform the coordination unit so appropriate notifications can be made to the regulatory authority.

Parents/Guardians are Responsible for:

- Providing the required information to the service regarding their child/s Medical Management (Action) 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 Coordination Unit Staff

Evaluation:

To assess whether the purposes of this procedure have 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 e.g., 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.

APPENDIX:

- OVFC Incident, Injury, Illness and Trauma Record
- OVFC Medication Form
- OVFC Self-Administration Medication Record (for School age Children)

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 \(version 015\): Sections 167, 168, 169](#)
- [Education and Care Services National Regulations, \(current version October 1, 2023\) – Regulations 12, 87, 89,92, 136, 137 \(1\) \(e\), 176, 183](#)
- [Guide to the National Quality Framework – Quality Area 2](#)
- [Quality Area 2: Children’s Health & Safety](#)
- [Standard 2.2: Each Child is Protected](#)
- [Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.](#)
- [Occupational Health and Safety Act 2004](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Anaphylaxis, Allergies and Food Intolerances Management – 1
- Educator Agreement
- Code of Conduct - 40
- Asthma Management – 4
- Medication – 25
- Active Supervision – 52
- Health & Safety – Nutrition, Food beverages, Dietary Requirements and Food handling - 20
- Pandemic – 53
- Dealing with Infectious Diseases - 24
- Dealing with Medical Conditions – 45
- Emergency Evacuation and Bush Fire Management – 46
- Incident, Injury, Trauma, and Illness – 14
- Engagement & Registration of FDC Educators – 13
- Governance & Management of FDC Service Including Confidentiality & Retention of Records - 8

VERSION CONTROL AND LEGISLATION:

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