

Administration of First Aid

Quality Area 2

Purpose

This policy will provide guidelines for the administration of first aid at all Hume City Council Early Years Services.

Policy Statement

Values

Hume City Council is committed to:

- providing a safe and healthy environment for all children, early childhood teachers, 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 policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day to day charge, early childhood teachers (ECT), educators, other staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Hume City Council including during offsite excursions and activities.

Background and Legislation

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 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. As a demonstration of duty of care and best practice all educators must 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 (refer to Sources) that provides guidance on how these obligations can be met.

Legislation and Standards

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: Section 167, 169
- Education and Care Services National Regulations 2011: Regulations 86, 87, 89, 98, 136, 137(1)(e), 147, 161(1)(a)(i)(ii), 168(2)(a)(iv), 174, 175, 176
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

- Victorian Legislation - Victorian Law Today: <http://www.legislation.vic.gov.au>
- Commonwealth Legislation - Federal Register of Legislation: <http://www.legislation.vic.gov.au>

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section.

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

Current first aid qualification: is taken to be current if:

- cardiopulmonary resuscitation training that forms part of the approved first aid qualifications was completed within the previous year
- first aid qualification was completed within the previous three years
- anaphylaxis management training was completed within the previous three years
- emergency asthma management was completed within the previous three years

Responsibilities

‘R’ indicates legislative requirement

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

First aid kit: The Compliance Code First aid in the workplace, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit (refer to Attachment 3). The Compliance Code First aid in the workplace is available at: www.worksafe.vic.gov.au

Resuscitation flowchart: Outlines the six steps involved in resuscitation: danger, response, airways, breathing, compression and defibrillation (DRSABCD). The Australian Resuscitation Council provides flowcharts for the resuscitation of adults and children free of charge at: <https://resus.org.au/guidelines/flowcharts-3/>

	Approved Provider and Persons with Management or Control	Nominated Supervisor and persons in day-to-day charge	Early Childhood teacher, educators and other staff	Nominated First Aid Officer	Families	Contractors, Volunteers and Students
Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (National Law: Section 167)	R	R	✓			
Assessing the first aid requirement for the service (Attachment 3). A first aid risk assessment can assist with this process (Attachment 4).	R	✓		✓		
Ensuring that the following qualified people are in attendance at all times at any place children are being educated and cared for by the service and immediately available in an emergency (Regulation 136): <ul style="list-style-type: none"> • at least one staff member or one nominated supervisor of the service who holds a current (refer to Definitions) approved first aid qualification • at least one staff member or one nominated supervisor of the service who has undertaken current (refer to Definitions) approved anaphylaxis management training • at least one staff member or one nominated supervisor of the service who has undertaken current (refer to Definitions) approved emergency asthma management training 	R	✓				
(Note: this is a minimum requirement. As a demonstration of duty of care and best practice, Hume City Council requires that all educators have current approved first aid qualifications, anaphylaxis management training and asthma management training.)						

Ensuring first aid requirements are met when transporting children as part of the education and care service, and must be met in each vehicle (Regulation 136)	R	✓	✓			
Ensuring that the prescribed educator to child ratios are met at all times (Supervision of Children Policy)	R	✓	✓			
Appointing a staff member or nominated supervisor 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	R	✓				
Advising families that a list of first aid and other health products used by the service is available for their inspection, and that first aid kits can be inspected on request	R	✓	✓	✓		
Providing and maintaining an appropriate number of up-to-date, easily recognisable, readily accessible, suitably equipped first aid kits (Attachment 3) with in-date products 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 (Regulation 89)	R	✓		✓		
Ensuring procedures are developed for the regular monitoring of all first aid kits (Regulation 89)	R	✓		✓		
Ensuring that services with defibrillators are maintained and regularly tested and services, including cyclical replacement of pads and batteries as per manufacturers specifications	R					
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, 102B, 102C) Refer to Excursions and Service Events Policy and Road Safety and Safe Transport Policy	R	✓	✓			
Ensuring that the Ambulance Victoria AV How to Call Card (refer to Sources) is displayed near all telephones or in a visible location	✓	✓	✓			
Providing and maintaining a portable first aid kit that can be taken off site for excursions and other activities (Attachment 3)	R	✓	✓	✓		
Ensuring that first aid training details and renewal dates, are recorded on each staff member's record (Regulation 146, 147)	R	✓				
Ensuring safety signs showing the location of first aid kits are clearly displayed (Attachment 3)	R	✓		✓		
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	R	✓				
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)	R	✓	✓			
Notifying the Department of Education (DE) within 24 hours of a serious incident (refer to Definitions) occurring at the service	R	✓				
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 (Attachment 1)	✓	✓		✓		
Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.	R	✓				
Implementing appropriate first aid procedures when necessary (Attachments 1 and 2)		✓	✓	✓		
Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required (refer to Definitions)		R	R	R		
Practicing CPR and administration of an auto-injector at least annually (in accordance with other service policies)		R	R	R		

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 (Attachment 2)	R	✓	✓			
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) no later than 24 hours after the occurrence (refer to Incident, Injury, Trauma and Illness Policy)	R	✓	✓			
Ensuring the parent/guardian reads and signs the Incident, Injury, Trauma and Illness Record		✓	✓			
Ensuring all out-of-date first aid kit contents are disposed of safely. The safest way to dispose of unused/out of date medicines is through the Return Unwanted Medicines (RUM) scheme which is run by a government funded organisation called the National Return and Disposal of Unwanted Medicines Limited: https://returnmed.com.au	✓	✓	✓	✓		
Providing the required information on the service's medication record (refer to Definitions) when a child requires administration of medication (refer to Administration of Medication Policy)					R	
Notifying the service of any medical conditions or specific medical treatment required for their child. Where necessary, in consultation with staff, develop appropriate medical management plans and risk minimisation plans (e.g., asthma and anaphylaxis) and provide any required medication (refer to Asthma Policy and Anaphylaxis Policy)					R	
Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required					R	
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					✓	

Sources and Related Policies

Sources

Ambulance Victoria: www.ambulance.vic.gov.au

Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au

Australian Red Cross: www.redcross.org.au

St John Ambulance Australia (Vic): www.stjohnvic.com.au

First aid in the workplace: www.worksafe.vic.gov.au

Related Policies

- ✓ Administration of Medication
- ✓ Asthma
- ✓ Dealing with Infectious Diseases
- ✓ Diabetes
- ✓ Epilepsy and Seizures
- ✓ Incident, Injury, Trauma and Illness
- ✓ Staffing
- ✓ Anaphylaxis and Allergic Reactions
- ✓ Child Safe Environment and Wellbeing
- ✓ Dealing with Medical Conditions
- ✓ Emergency and Evacuation
- ✓ Excursions and Service Events
- ✓ Road Safety and Safe Transport

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly check staff files to ensure 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
- regularly seek feedback from the nominated first aid officer and everyone affected by the policy regarding its effectiveness
- keep the policy up to date with current legislation, research, policy and best practice
- consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172(2))

Attachments

Attachment 1: Basic Life Support Flow Chart

Attachment 2: First Aid Responder's Role

Attachment 3: Minimum requirements for a first aid kit

Attachment 4: Sample first aid risk assessment form

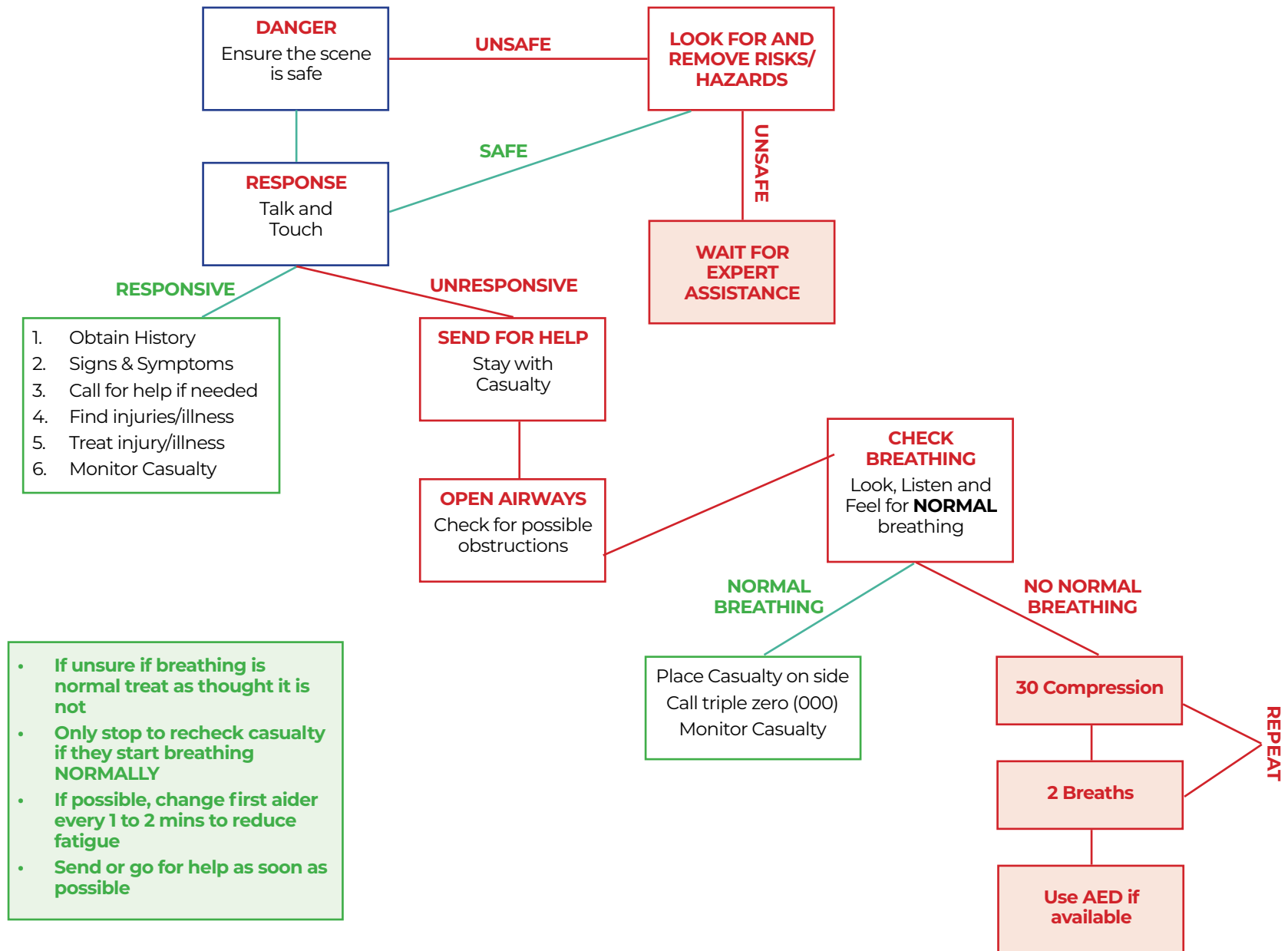
Authorisation

This policy was adopted by Hume City Council Early Years Services on **31 March 2020**.

Review Date: **31 March 2026**.

ATTACHMENT 1

Basic Life Support Flow Chart



- If unsure if breathing is normal treat as though it is not
- Only stop to recheck casualty if they start breathing NORMALLY
- If possible, change first aider every 1 to 2 mins to reduce fatigue
- Send or go for help as soon as possible

ATTACHMENT 2

First Aid Responders Role

The following circumstances are examples of, but not limited to, when first aid is required until assistance from a qualified health professional becomes available:

- Life threatening injury or illness
- Choking/blocked airway
- Anaphylactic reaction to an allergen, e.g., nuts, eggs
- Bleeding
- Bone Fracture
- Convulsions and/or high temperature
- Injury to head, eye or back
- Asthma attack
- Excess vomiting and diarrhoea presenting a risk of dehydration
- Loss of consciousness
- Burns, which includes sunburn
- Poisoning from hazardous chemicals, plants, substances, and
- Bites from spiders, insects or snakes

In a medical emergency Educators/First Aid Responder needs to:

- Attend immediately to an injured/ill child or individual and implement appropriate first aid management.
- Assess if there is a need for an ambulance to attend and call 000 for attendance or advise a co-worker to make the call.
- Identify any risks in the immediate area and minimise/eliminate these.
- Implement any medical condition action plans that are required if a child with a diagnosed medical condition is involved.
- Monitor the child's/individual's condition and maintain appropriate first aid support if required until further assistance is available from qualified health professionals.
- Ensure that arrangements are made to remove the child/individual as soon as possible in the interests of the health, safety and wellbeing of that child and others.
- Notify as soon as practicable the parents/guardians of a child involved in a serious medical emergency or accident.
- Document as soon as practicable the incident details on the Incident, Injury, Trauma and Illness Record as per the Incident, Injury, Trauma and Illness Policy
- Notify DE within 24 hours of a serious incident (refer to Definitions) occurring at the service

- In the case of a serious accident/injury of an adult, as far as practicable, the scene of the accidents should not be touched as it may need to be inspected by an inspector from WorkSafe
- Notify WorkSafe if a serious workplace injury has occurred as soon as practicable possible and in writing within 48 hours of the accident occurring.
- In the event of anaphylaxis, the used adrenaline autoinjectors to be given to the ambulance officer attending the scene, with the date and time it was used.

ATTACHMENT 3

First Aid Kit Guidelines

First Aid Kits should:

- not be locked.
- be appropriate for the number of employees and children and adequate for the immediate treatment of injuries at the service (refer to Note)
- be easy to access and if applicable, located where there is a risk of injury occurring, with no longer than a minute to reach, including time required to access secure areas
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- contain a list of the contents of the kit.
- be regularly checked using the First Aid Kit Checklist Guidelines to ensure the contents are as listed and have not deteriorated or expired (refer to First Aid Kit Checklist Guidelines).
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- display emergency telephone numbers, the phone number and location of the service
- be checked regularly (at beginning of each term) to ensure they are fully stocked, no products have expired and the contents replenished as necessary

First Aid kits must be taken on excursions and First Aid qualified ECTs or educators must be in attendance.

Note: When determining how many First Aid Kits are 'appropriate', the service should consider the number of children in attendance as well as the proximity of rooms to each other and the distances from outdoor spaces to the nearest First Aid Kit. For example, larger services may require a kit in each room or outside space, whereas a kit between two rooms might be appropriate in a smaller service with adjoining rooms.

First Aid kit checklist guidelines

The below checklist is a framework to guide implementation. The Compliance Code: First Aid in the workplace by WorkSafe Victoria states the employer needs to determine the appropriate contents and quantity of a first aid kit for their workplace.

Suggested contents include, but are not limited to:

- ✓ Basic First Aid Guide and CPR Chart
- ✓ Disposable Gloves
- ✓ Resuscitation Mask/Face Shield
- ✓ Individual sterile adhesive dressings (band aids)
- ✓ Compression Bandages and Sterile Eye Pads
- ✓ Sterile Coverings for Serious Wounds
- ✓ Triangular Bandages
- ✓ Safety Pins
- ✓ Small sterile unmedicated wound dressings
- ✓ Emergency accident blanket/space blanket
- ✓ Thermometer
- ✓ Medium Sterile unmedicated wound dressings
- ✓ Instant Cold Pack
- ✓ Large Sterile unmedicated wound dressings
- ✓ Non allergenic tape and Crepe Bandages
- ✓ Emesis Bag
- ✓ Scissors and Tweezers
- ✓ Notebook for recording details of first aid provided
- ✓ Sterile Saline Solution
- ✓ Plastic Bags for Disposal
- ✓ Sharps Container
- ✓ Black Permanent Marker

Asthma first aid:

- reliever medication
- 2 small volume spacer devices
- 2 compatible children's face masks (for children under the age of four)
- record form and pen
- asthma first aid instruction card.

Asthma Australia recommends that spacers and face masks are for single-use only. It is essential to have at least two spacers and two face masks in each first aid kit, and these should be replaced once used.

Standard Portable First Aid Kit

Suggested contents include, but not limited to:

- ✓ Basic First Aid Guide and CPR Chart
- ✓ Plastic Bags for Disposal
- ✓ Gloves
- ✓ Emesis Bag
- ✓ Sterile Saline Solution
- ✓ Compression bandages and individually wrapped sterile adhesive dressings (e.g., band aids)
- ✓ Emergency accident blanket/space blanket
- ✓ Resuscitation Mask/Face Shield
- ✓ Scissors
- ✓ Instant Cold Pack
- ✓ Notebook for recording details of first aid provided

Emergency Backpack

Suggested contents include, but not limited to:

- ✓ Parent contact information including authorisations
- ✓ List of children/staff with additional/medical needs
- ✓ Facility keys (including gates/padlock keys)
- ✓ Portable non-perishable snacks (check use by date)
- ✓ Whistle
- ✓ Copy of facility site plan/EMP with evacuation routes
- ✓ Sunscreen and spare sunhats
- ✓ Plastic garbage bags
- ✓ Staff Emergency Contact Information
- ✓ Portable battery powered radio (batteries checked)
- ✓ Standard portable First Aid Kit
- ✓ Torch (batteries checked and/or charged)
- ✓ Children's enrolment records
- ✓ Bottled water (use by date checked)
- ✓ Toiletry supplies
- ✓ Traffic/emergency safety vest and tabards

ATTACHMENT 4

First Aid Risk Assessment

This template can be used to assess the first aid requirements for the service. Consultation is an important aspect of first aid risk assessment and management. The Approved provider, ECTs and educators should use this as a guide only and may identify other areas specific to their service.

1. How many people work at the service (estimate for most days)?	
2. How many children are enrolled at the service?	
3. Do people regularly work in the service after hours?	
4. Do people work on their own after hours, including on weekends? If yes, approximately how many, how often and for how long at any one time?	
5. Describe the nature of incidents, injuries or illnesses that have occurred in the service over the last 12 months (if possible, attach a summary of the incident reports)	
6. Where is the nearest medical service and how long would it take to get an injured person to this service?	
7. Where is the nearest major hospital with a 24-hour accident and emergency service? How long would it take to get an injured person to this hospital?	
8. What type of, and how many, first aid kits are available at the service?	
9. Are the contents of first aid kits complete and up to date as per the contents list?	
10. Where are the first aid kits located?	
11. How many current first aid officers are there at the service? (List the number, approved first aid qualifications and qualification expiry dates)	
12. Identify and list specific hazards and where they may be located	
13. Are there any specific hazards or health concerns that require specific first aid kits or treatment (such as anaphylaxis, asthma etc.)? If yes, list the particular hazards or health concerns and where the specific first aid requirements are kept	
14. Is there an induction process for all new staff that includes location of first aid kits, specific first aid requirements and so on?	

Recommendations

Reference Number	Recommendation	Responsibility and Time Frame

Names of those responsible for completing this form

Name: _____

Signed: _____

Date: _____

Name: _____

Signed: _____

Date: _____

Date for Next Review: _____