

ADMINISTRATION OF FIRST AID POLICY

Policy Number	P-Q2-M002	Version Number	4.00
Drafted by	Director of Education	Approved Date: Review Date:	February 2025 February 2026
Responsibility	The Board of Bubup Womindjeka Family and Children's Centre Association (Inc.)		
Related Service Policies	<ul style="list-style-type: none"> Administration of Medication Policy Anaphylaxis Policy Asthma Policy Dealing with Infectious Diseases Policy Dealing with Medical Conditions Policy Diabetes Policy Emergency and Evacuation Policy Epilepsy Policy Excursions and Centre Events Policy Incident, Injury, Trauma and Illness Policy Staffing Policy 		
Legislation and Standards	<p>Relevant legislation and standards include but are not limited to:</p> <ul style="list-style-type: none"> <i>Child Wellbeing and Safety Act 2005</i> (Vic) (Part 2: Principles for Children) <i>Education and Care Services National Law Act 2010</i>: Sections 167, 169 <i>Education and Care Services National Regulations 2011</i>: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245 <i>National Quality Standard</i>, Quality Area 2: Children's Health and Safety <i>Occupational Health and Safety Act 2004</i> <p>The most current amendments to listed legislation can be found at:</p> <ul style="list-style-type: none"> Victorian Legislation – Victorian Law Today: http://www.legislation.vic.gov.au/ 		
Sources	<ul style="list-style-type: none"> 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 		

AUTHORISATION

This policy was adopted by the Bubup Womindjeka Family and Children's Centre Board of Governance on 15th August 2016.

PURPOSE

This policy will provide guidelines for the administration of first aid at Bubup Womindjeka Family and Children's Centre.

PRINCIPLES

Bubup Womindjeka Family and Children's Centre 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 policy applies to the Approved Provider or Persons with Management or Control, Persons in Day to Day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the

programs and activities of Bubup Womindjeka Family and Children's Centre, including during offsite excursions and activities.

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 of this manual.

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.cecqa.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 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 approved first aid providers, and a list is published on the ACECQA website: www.cecqa.gov.au/qualifications/requirements/first-aid-qualifications-training

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

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. 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. A sample *Incident, Injury, Trauma and Illness Record* is available on the ACECQA website.

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.

Resuscitation flowchart: Outlines the seven steps involved in resuscitation: danger, response, send for help, airways, breathing, compression and defibrillation. 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, the illness of a child that requires or ought to have required:
 - attention of a registered medical practitioner, or
 - attendance at a hospital

- examples include whooping cough, 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 service premises.

Written notification of complaints must be submitted via the National Quality Agenda IT system (NQAITS): <http://www.acecqa.gov.au/national-quality-agenda-it-system>. If the Nominated Supervisor is unsure whether the matter is a notifiable complaint, it is good practice to contact DET for confirmation.

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 the Nominated Supervisor 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.

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.

The industry standard is that first aid qualifications, anaphylaxis management training and emergency asthma management training should be renewed every three years and refresher training in CPR should be undertaken annually.

From 1 October 2023, changes to the National Regulations will prescribe currency periods for first aid qualifications.

The following qualifications are taken to be current if the qualification was attained or the training was undertaken within the previous three years:

- Approved first aid qualifications (except in the case of emergency life support training and cardio-pulmonary resuscitation training, which must be completed within the previous year to be taken as current)
- Approved anaphylaxis management training
- Approved emergency asthma management training

The certificate should state the date when the person completed the course and may also include information on recommendations for refresher training. The certificate may include multiple units of competency; however, currency periods apply to each individual unit of competency.

ROLE RESPONSIBILITIES

The Approved Provider (Board of Governance) is responsible for:

The Bubup Womindjeka Family and Children's Centre Board is the Approved Provider and has ultimate responsibility for the management and control of the service.

The Board delegates operational responsibility and day to day management of the service to the Nominated Supervisor and monitors the performance of the organisation, including responsibilities contained in this policy, through regular reporting and by ensuring appropriate resources are available to carry out the organisation's functions.

The Nominated Supervisor and Persons in Day to Day charge are 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 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.
- advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request
- 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)
- ensuring a portable first aid kit is taken on all excursions and other offsite activities (refer to Excursions and Centre Events Policy)
- 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.
- 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 that the Ambulance Victoria AV How to Call Card (refer to Sources) is displayed near all telephones.

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 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.

Educators and other staff 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-injector 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)
- notifying Nominated Supervisor prior to the expiration of their first aid, asthma or anaphylaxis accredited training
- 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).

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.

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

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Nominated Supervisor 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
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

Relevant Forms/Documents

Incident, Injury, Trauma and Illness Record

Version History

Date	Version	Author/s	Details
July 2014	1.00	Public officer	New policy

Bubup Womindjeka Family and Children's Centre



April 2016	2.00	Chief Executive Officer	Revision for updated format, document ID, related policies and relevant legislation and standards. Addition of definitions and evaluation.
January 2020	3.00	Director of Education	Policy reviewed and updated.
January 2021	3.00	Executive Officer	Policy reviewed and minor editorial amendments made.
January 2022	3.00	Director of Education	Policy reviewed and no changes made.
January 2023	3.00	Director of Education	Policy reviewed and no changes made.
January 2024	4.00	Director of Education	Policy reviewed, amendment in background regarding new amendments to NQF that require currency of CPR (annually) and First Aid (every 3 years) certificate by regulation.
January 2025	4.00	Director of Education	Policy reviewed and no changes made.