

# Early Childhood Management Services

## Quality Area 2: Children’s Health and Safety Early Childhood Education

### Administration of First Aid Policy

#### Purpose

This policy will provide guidelines for the administration of first aid at all ECMS services.

#### Principles

ECMS 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.

ECMS has determined that all Educators will have and maintain currency with First Aid. 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 section) that provides guidance on how these obligations can be met.

#### Scope

This policy applies to all ECMS staff and includes students on placement, volunteers, parents/guardians/family members and applies to incursion and excursions.

#### Roles and responsibilities

Director ECE	Is accountable for:
--------------	---------------------

Document Name: Administration of First Aid Policy	Next Review Date: January 2020	Dates reviewed: July 16, September 2017, January 2018
Document Owner: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: March 2014 Page 1 of 5

	<ul style="list-style-type: none"> <li>• Policy implementation and compliance with National Laws and regulations.</li> </ul>
Area Managers	<p>Are responsible for:</p> <ul style="list-style-type: none"> <li>• 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 and ensure this is listed in the emergency management plan (EMP) for the service</li> <li>• Ensuring Educators and staff undertake appropriate training in first aid (including anaphylaxis, emergency asthma management) and cardiopulmonary resuscitation (CPR) regularly</li> <li>• Ensuring an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards. 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</li> <li>• 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)</li> <li>• Providing a portable first aid kit that can be taken off-site for excursions and other activities</li> <li>• Ensuring that first aid training details are recorded on each staff member's record</li> <li>• Ensuring the provision of safety signs showing the location of first aid kits are clearly displayed</li> <li>• 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</li> <li>• 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)</li> <li>• 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)</li> </ul>

Document Name: Administration of First Aid Policy	Next Review Date: January 2020	Dates reviewed: July 16, September 2017, January 2018
Document Owner: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: March 2014 Page 2 of 5

	<ul style="list-style-type: none"> <li>• Ensuring a resuscitation flow chart (refer to Definitions) is displayed in a prominent position in the indoor and outdoor environments of the service</li> <li>• Keeping up to date with any changes in procedures for administration of first aid and ensuring that all Educators are informed of these changes.</li> </ul>
Centre Director, Nominated Supervisors	<p>Are responsible for:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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)</li> <li>• Ensuring a portable first aid kit is taken on all excursions and other off-site activities (refer to Excursions and Service Events Policy)</li> <li>• Ensuring that the Ambulance Victoria AV How to Call Card (refer to Sources) is displayed near all telephones</li> <li>• Practicing CPR and administration of an auto-injector at least annually (in accordance with other service policies)</li> <li>• 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</li> <li>• 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)</li> <li>• Notifying the approved provider six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training.</li> </ul>
Educators	<p>Are responsible for:</p> <ul style="list-style-type: none"> <li>• Maintaining a current approved first aid qualification</li> </ul>

Document Name: Administration of First Aid Policy	Next Review Date: January 2020	Dates reviewed: July 16, September 2017, January 2018
Document Owner: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: March 2014 Page 3 of 5

	<ul style="list-style-type: none"> <li>Monitoring the contents of all first aid kits and arranging with the approved provider for replacement of stock, including when the use-by date has been reached</li> <li>Disposing of out-of-date materials appropriately</li> <li>Ensuring a portable first aid kit is taken on all excursions and other offsite activities (refer to Excursions and Service Events Policy)</li> <li>Keeping up to date with any changes in the procedures for the administration of first aid</li> <li>Practicing CPR and administration of an auto-injector at least annually (in accordance with other service policies)</li> <li>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</li> <li>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)</li> <li>Notifying the approved provider or Nominated Supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training.</li> </ul>
Parents/guardians/families	<p>Are responsible for:</p> <ul style="list-style-type: none"> <li>Providing the required information for the service's medication record (refer to Definitions)</li> <li>Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required</li> <li>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.</li> </ul>
Volunteers and students	<p>Are responsible for:</p> <ul style="list-style-type: none"> <li>Following this policy whilst attending the service.</li> </ul>

Related legislation	<ul style="list-style-type: none"> <li>Child Wellbeing and Safety Act 2005 (VIC) (Part 2: Principles for Children)</li> <li>Education and Care Services National Law Act 2010: Sections 167, 169</li> <li>Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245</li> </ul>
---------------------	--

Document Name: Administration of First Aid Policy	Next Review Date: January 2020	Dates reviewed: July 16, September 2017, January 2018
Document Owner: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: March 2014 Page 4 of 5

	<ul style="list-style-type: none"> <li>• National Quality Standard, Quality Area 2: Children's Health and Safety</li> <li>• Occupational Health and Safety Act 2004</li> </ul>
Related ECMS policy and procedure	<ul style="list-style-type: none"> <li>• Medication</li> <li>• Anaphylaxis</li> <li>• Asthma</li> <li>• Dealing with Infectious Diseases</li> <li>• Dealing with Medical Conditions</li> <li>• Diabetes Policy</li> <li>• Emergency and Evacuation</li> <li>• Epilepsy</li> <li>• Excursions</li> <li>• Incident, Injury, Trauma and Illness</li> <li>• Staffing Arrangements</li> </ul>
Sources and further reading	<p>Ambulance Victoria: <a href="http://www.ambulance.vic.gov.au">www.ambulance.vic.gov.au</a></p> <p>Australian Children's Education and Care Quality Authority (ACECQA): <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></p> <p>Australian Red Cross: <a href="http://www.redcross.org.au">www.redcross.org.au</a></p> <p>St John Ambulance Australia (Vic): <a href="http://www.stjohnvic.com.au">www.stjohnvic.com.au</a></p> <p>First aid in the workplace: <a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a></p>
Attachments	First Aid Risk Assessment

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

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – ComLaw: [www.comlaw.gov.au](http://www.comlaw.gov.au)

Document Name: Administration of First Aid Policy	Next Review Date: January 2020	Dates reviewed: July 16, September 2017, January 2018
Document Owner: Director ECE	File Location: Inside Play Resources Policy and Procedure	Release date: March 2014 Page 5 of 5