

Administration of First Aid



Background

The safety of children at every early education and care service is paramount. An important aspect of ensuring safety is the capacity of the service to be certain educators and other staff know what steps to take and have access to the equipment and materials required to administer first aid.

Australian and State and Territory Governments' legislation details the requirements for every workplace in relation to: number of First Aid Officers; first aid qualifications of its employees; and, First Aid Kits – recognisable, sufficient numbers, appropriately located and accessible, fully stocked and maintained. The Education and Care National Regulations 2011 and the National Quality Standard 2011 detail requirements specific to early education and care services to ensure that educators and other staff respond to children's injuries calmly and competently. They also require: all injuries to be documented; parents to be informed in a timely manner; and, in certain instances, the Regulatory Authority notified in the prescribed manner and timeframe.

Policy statement

This Policy details how the Service ensures that educators and other staff possess the qualifications, knowledge, skills and training and have access to the equipment and materials they need to respond competently and calmly to children who become unwell or have been injured. It also addresses how the Service communicates with parents about any injuries involving their children. In addition, it specifies the records that must be kept; how and when parents are to be informed; and, if, how, when and by whom the Regulatory Authority is to be informed.

Strategies and practices

- The number of educators with First Aid and CPR qualification, together with anaphylaxis and emergency asthma management training and positioned near children, meets regulatory requirements at all times, including on excursions.
- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and emergency asthma management training, in its Staff Summary Sheet. Copies of qualifications are maintained on each individual's file. All qualifications and training courses are consistent with those detailed on the ACECQA website's approved qualifications list.
- The Service has the appropriate number of First Aid Kits for the number of children educated and cared for by the Service. The First Aid Kits are located in prominent positions throughout the Service enabling educators' ready access at any time. The First Aid Kit containers are labelled 'FirstAid Kit' in accordance with Australian Standard AS 1319–1994. . They are unlocked and kept out of the reach of children. Each kit is stocked according to the First Aid Kit – List of Items which

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complies with Safe Work Australia's recommendations and meets the specific needs of the Service. A portable First Aid Kit is available for excursions and it is stocked according to the Excursion Bag Checklist. The First Aid Kit – List of Items is kept in each First Aid Kit while the Excursion Bag Checklist is kept in the portable First Aid Kit.

- Children who require epipens will have them location in the office area of the service along with any other medications that child must have such as Ventolin or antihistamine. These items must stay within the vicinity of the child at all times when in and out of the service.
- EpiPens are not to be locked away.
- The Service has a designated First Aid Officer who has signed the Acceptance of Role of First Aid Officer Form, and this Acceptance is kept on their file. The First Aid Officer is responsible for completing the First Aid Kit Contents Checklist for each First Aid Kit each month, and replenishing any used items. They clean the Kits, check expiry dates and seals on sterile products and reorder as necessary, and dispose of any out-of-date and damaged items appropriately. That Officer also checks that the DRSABCD Action Plan Poster is displayed throughout the Service and that the emergency telephone numbers are displayed near every on the back of portable handsets.
- The First Aid Officer is also responsible for assessing the suitability of the contents of the First Aid Kit by regularly seeking information from staff members about the suitability of the contents of the Kits for the range and number of injuries that have occurred. Following this assessment, the First Aid Officer advises the Nominated Supervisor if any additional items are needed.
- Emergency telephone numbers are clearly displayed near every telephone at the Service and on the back of every portable handset.
- The DRSABCD Action Plan Poster is displayed in strategic positions at Service.
- During their initial orientation, all staff are shown the location of each First Aid Kit and DRSABCD Action Plan Poster, and they are informed where the emergency telephone numbers are displayed. They are also told the name of the Service's First Aid Officer.
- The Nominated Supervisor maintains records of the name, address and telephone number of each child's parents, persons authorised by the parents to consent to medical treatment or ambulance transportation for the child, and the family doctor. The records are reviewed every six months. Parents are required to inform the Service of any changes to these contact details.
- The Service maintains Medical Management Plans for children with identified medical conditions. These plans are updated every three months or sooner if a change occurs. With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the Service. With the child's right to privacy in mind, the Plans are not accessible to visitors or other families. The Plans are strictly adhered to in any emergency. Refer to the Service's *Medical Conditions Policy*.
- In the event of a child displaying a temperature or any other early symptoms of a childhood illness, the child is separated from other children, First Aid administered as appropriate, the child made comfortable and their condition closely monitored, and details recorded on the Incident, Injury, Trauma and Illness Record. Parents are notified and asked to collect their child as soon as possible to obtain medical attention. Refer to the Service's *Incident, Injury, Trauma and Illness Policy*.
- Should a child become exposed to bodily fluids such as another's saliva or blood (e.g. through a bite), the parents are contacted to collect their child and obtain medical advice.

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- In the event of an injury to a child the educator completes an Incident, Injury, Trauma and Illness Record. Parents are asked to sign the record (as proof of disclosure of information), and they receive a copy.
- Should a child sustain a facial or other head injury while at the Service, the Nominated Supervisor/Responsible Person contacts the parents immediately and informs them of the nature of the injury, then ensures that the Incident form has been completed.
- In the event of an incident with a child relating to that child's identified medical condition, that child's Medical Management Plan must be followed explicitly. The educator completes an Incident, Injury, Trauma and Illness Record. Parent/s are asked to sign the record (as proof of disclosure of information), and they receive a copy.
- In the event of a child not breathing, educators will follow the DRSABCD Action Plan. The educator is to complete an Incident, Injury, Trauma and Illness Record. Parents are asked to sign the record (as proof of disclosure of information), and they receive a copy.
- If a child not identified as having a medical condition experiences an incident (e.g. seizure), the educator documents it on an Incident, Injury, Trauma and Illness Record. Parents are asked to sign the record (as proof of disclosure of information), and they receive a copy. If it is considered such an incident might reoccur, parents are asked to provide a Medical Conditions Management Plan – General Illness for their child.
- The Nominated Supervisor notifies the Regulatory Authority via the NQA ITS Portal as soon as practicable but no later than 24 hours after any serious incident such as:
 - the death of a child–
 - while that child is being educated and cared for by the Service; or
 - following an incident occurring while that child was being educated and cared for by an education and care service;
 - any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service–
 - which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - for which that child attended, or ought reasonably to have attended, a hospital;
 - any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital; and,
 - any emergency for which emergency services attended.
 - a child that appears to be missing or cannot be accounted for at the service
 - a child who appears to have been taken from the service in a manner that contravenes the National Regulations.
 - a child who has mistakenly locking in or out of the service premises.
- Staff inform the Nominated Supervisor as soon as possible if they have an accident or are injured at work. The staff member is asked to complete a staff incident report form for the Service's records. If the staff member seeks medical advice, this information is added to the records. The staff member is also required to notify the Nominated Supervisor of any application for WorkCover, and to keep the Nominated Supervisor informed of any progress.

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Responsibilities of parents

- To ensure their own contact details and those of any persons authorised by the parents to consent to medical treatment or ambulance transportation details are accurate, complete and up-to-date.
- Provide the Service with any and all information regarding condition, illnesses, medications, allergies, and disabilities of the child upon enrolment to ensure the child's health and safety while in care in accordance with centre policies and procedures.
- To sign Incident, Injury, Trauma and Illness Record on request.
- To ensure either they and/or their nominated emergency contact is available to answer the telephone number provided.

Procedure and forms

- Acceptance of Role of First Aid Officer Form
- DRSABCD Action Plan Poster*
- Excursion Bag Checklist
- First Aid Kit Contents Checklist
- First Aid Kit – List of Items Incident, Injury, Trauma and Illness Record
- Injured Child – Management Procedure
- Medical Conditions Management Plan – General Illness
- Non-Responsive Child/Person Procedures
- Staff Summary Sheet

Links to other policies

- Death of a Child Policy
- Enrolment and Orientation Policy
- Handwashing Policy
- Incident, Injury, Trauma and Illness Policy
- Management of Infectious Diseases Policy
- Medical Conditions Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regulation	11	Meaning of serious incident
Regulation	85	Incident, injury, trauma and illness policies and procedures
Regulation	86	Notification to parents of incident, injury, trauma and illness
Regulation	87	Incident, injury, trauma and illness record
Regulation	89	First Aid kits
Regulation	88	Infectious diseases

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Regulation	147	Staff Members
Regulation	136	First Aid qualifications
Regulation	146	Nominated supervisor
Regulation	161	Authorisations to be kept in enrolment record
Regulation	162	Health information to be kept in enrolment record
Regulation	168	Education and care service must have policies and procedures
Regulation	174	Prescribed information to be notified to Regulatory Authority
Regulation	176	Time to notify certain information to Regulatory Authority
Law 301	(3) (m)	National Regulations

NQS	QA2.1 .2	Effective illness and injury management and hygiene practices are promoted and implemented
NQS	QA2.2 .1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
NQS	QA2.2 .2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
NQS	QA7.1 .2	Systems are in place to manage risk and enable the effective management and operation of a quality service
NQS	QA7.2.1	There is an effective self-assessment and improvement in place

Sources

- ACECQA. *First aid qualifications & training*. <https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training>
- Education and Care Services National Regulations 2011
- Guide to the National Quality Framework 2018 (September 2020 Update): Section 4 – Operational Requirements <https://www.acecqa.gov.au/sites/default/files/2020-09/Guide-to-the-NQF-September-2020.pdf>
- National Health and Medical Research Council. (2012). *Staying Healthy: Preventing infectious diseases in early childhood education and care services*. 5th edition. <https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf>
- Safe Work Australia – First aid in the workplace: Code of practice. <https://www.safeworkaustralia.gov.au/resources-and-publications/model-codes-practice/model-code-practice-first-aid-workplace>

Further reading and useful websites *(Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)*

- ACECQA. (2019). *Key changes to notifications, incidents and complaints from 1 Oct 2017**. <https://www.acecqa.gov.au/sites/default/files/2018-10/KeyChangesNotificationComplaints.pdf>

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- ACECQA. (2019). *Reporting requirements about children*. <http://www.acecqa.gov.au/reporting-requirements-about-children>
- Australian Government. *Work Health and Safety Act 2011*No. 11
<https://www.legislation.gov.au/Details/C2021C00474Kidsafe> Australia – <http://www.kidsafe.com.au/>
- Mandatory Reporters - <https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters>
- Safe Work Australia – <https://www.safeworkaustralia.gov.au/>
- St John. *First Aid Facts*. <http://stjohn.org.au/first-aid-facts>
- St John. First Aid Kit Contents - <https://www.stjohnvic.com.au/news/first-aid-kit-contents-guide/>
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Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	Written 21 February 2021	Dr Brenda Abbey (Author)		
2	May 2022	ACA NSW	Updated references Update information regarding storage of epipens Added points on serious notifications Some grammatical issues	December 2023