**First Aid Policy**

**Rationale:**

In the event of an accident, injury or sudden illness during the operating hours of the

Avenue Children’s Centre and Kindergarten, it is essential that someone can administer first aid immediately and know the correct procedures to follow.

This policy will provide guidelines for the administration of first aid at The Avenue Children’s Centre and Kindergarten.

**Policy:**

At least one staff member with a current first aid, CPR, asthma and anaphylaxis qualifications which meets the requirements set down in the Children’s Services Regulations will be on site at all times. A fully equipped and updated first aid kits will be kept at the centre, which is out of reach of children but easily accessed by staff.

The Avenue Children’s Centre and Kindergarten is committed to:

* providing a safe and healthy environment for all children, educators, staff and others attending the centre
* providing a clear set of guidelines in relation to the administration of first aid at the centre
* ensuring that the centre has the capacity to deliver current approved first aid, as required

**Definitions**:

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](http://www.acecqa.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.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training](http://www.acecqa.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](http://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 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 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.

The Nominated Supervisor must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 176(2) (a). The Notification of a Serious Incident Form (available on the ACECQA website) is to be completed and submitted online using the National Quality Agenda IT System

(NQA ITS). Records are required to be retained for the periods specified in Regulation 183.

**Strategies and practices:**

* Qualified first aiders in the event of minor accidents to stabilise the victim and to administer first aid until expert assistance arrives
* The committee of management will ensure that adequate funds are allocated in each annual budget to ensure that staff's first aid and CPR certificates are updated as required
* The telephone number of the Poisons Centre and Ambulance Victoria call cards will be displayed next to the telephone
* The main first aid kit is located in the staff room. It is easily recognisable and readily accessible to all educators. In the kinder room, first aid kid is located above the sink, in the babies’ room on the shelf above microwave and the fridge and in the toddler room on the shelf and marked with First Aid sign
* First aid kit is checked regularly (ideally bi-monthly). If anything needs replacing, the Centre Co-ordinator/2IC or OH&S will replace products

**Management is 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
* ensuring that the prescribed educator-to-child ratios are met at all times
* 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
* 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
* ensuring a portable first aid kit is taken on all excursions and other offsite activities
* ensuring that the Ambulance Victoria AV How to Call Card is displayed near all telephones
* ensuring 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 (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 centre 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
* 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 centre and recording details on the Incident, Injury, Trauma and Illness Record
* ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid
* ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the centre
* keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

**The nominated first aid officer is responsible for:**

* maintaining a current approved first aid qualification
* monitoring the contents of all first aid kits and arranging with the coordinator/2IC/OH&S officer 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
* keeping up to date with any changes in the procedures for the administration of first aid
* maintaining a current approved first aid qualification

**Educators 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 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
* notifying coordinator/2IC or OH&S officer six months 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

**Parents/guardians are responsible for**:

* providing the required information for the centre’s medication record
* providing written consent (via the enrolment record) for the centre’s 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.**

**Links to other policies:**

* Medical Condition Policy
* Management of Asthma Policy
* Management of Anaphylaxis Policy
* Diabetes Policy
* Injury and Incident Policy
* Administration of Medication Policy
* Anaphylaxis Policy
* Asthma Policy
* Dealing with Infectious Diseases Policy
* Diabetes Policy
* Emergency and Evacuation Policy
* Excursions Policy
* Incident, Injury, Trauma and Illness Policy
* Staffing Policy

**Sources and further reading:**

* Education and Care Services National Regulations 2011
* Work Health and Safety Act 2011
* Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
* Education and Care Services National Law Act 2010
* National Quality Standards
* Occupational Health and Safety Act 2004
* 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](http://www.stjohnvic.com.au)
* First aid in the workplace: www.worksafe.vic.gov.au

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**Approved by:** Committee of Management **Date:** 16/10/2007