



Wangaratta Children's Services Centre

Administration Of First Aid Policy and Procedures 2023

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Authorising Officer	Director Community and Infrastructure
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National Quality Standard

2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

2.3.1	Children are adequately always supervised.
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

National Regulations

Section/ Regulations	Description
Section 167	Offence relating to protection of children from harm and hazards.
Regulation 85	Incident, injury, trauma and illness policies and procedures.
Regulation 86	Notification to parent of incident, injury, trauma and illness.
Regulation 87	Incident, injury, trauma and illness record.
Regulation 88	Infectious diseases.
Regulation 89	First aid kits.
Regulation 97	Emergency and evacuation procedures.
Regulation 136	First aid kits.
Regulation 161	Authorisations to be kept in enrolment record.
Regulation 162	Health information to be kept in enrolment record.
Regulation 168 (2) (a) (iv)	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

Statement and Purpose

The Rural City of Wangaratta (RCoW) has a duty of care to provide and protect the health and safety and wellbeing of children, staff and visitors. The ability to provide prompt basic first aid is particularly important in the context of an early childhood service where educators have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

Policy and Procedures

First Aid Kit:

The approved provider of the service will ensure that first aid kits are in accordance with education and care service national regulations and Council's Occupational Health and Safety obligations.

- All first aid kits at the service must:
 - Be suitably equipped;
 - Not be locked;
 - Not contain paracetamol;
 - Be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the service;
 - Be easily accessible to staff and educators;
 - Be constructed of resistant materials, 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 contents of the kit;
 - Be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not degraded or expired;
 - Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside;
 - Be easily recognisable;
 - Be easy to access and if applicable, located where there is a risk of injury occurring;
 - Include emergency telephone numbers;
 - Be provided in each work vehicle;
 - Be stocked with precautionary items such as sunscreen and water if using outdoors;
 - Be taken on excursions and during regular transportation and
 - Be maintained in proper condition and the contents restocked as required.

- Our service first aid officer is responsible for conducting and maintaining each kit by complying with the First Aid Checklist, certifying each kit has the required quantities, items are within their expiry dates, and sterile products are sealed. This will occur after each use or if unused, at least annually.

- The first aid officer and the Nominated Supervisor shall also consider whether the first aid kits and components are appropriate and effective for the services hazards and the injuries that have occurred. If the kit requires additional resources, the first aid officer will advise and follow up with the nominated supervisor.
- Our service will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits.

First Aid Kit Checklist:

- Our service use a checklist and will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at our service and what injuries children or adults may incur.

Roles and Responsibilities

Management is responsible for:

- Taking every reasonable precaution to protect children at the service from harm and/or hazards that can cause injury;
- Ensuring that the following qualified people are in attendance at all times the service is providing education and care to children:
 - At least one staff member or one nominated supervisor who holds a current ACECQA approved first aid qualifications.
 - At least one staff member or one nominated supervisor who of the service who has undertaken current approved anaphylaxis management training.
 - Appointing a nominated first aid officer;
- Appointing a nominated first aid officer;.
- Ensuring a risk assessment is conducted prior to an excursion or regular outing, to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised;
- Ensuring that first aid training details are recorded and kept up to date on each staff members record;
- Providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet Australia Standards;
- Providing and maintaining a transportable first aid kit that can be taken to excursions and other activities;

- Ensuring there is an induction process for all new staff, including casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements and individual children's allergies and individual medical management plans;
- Ensuring that families/parents are notified when practicable or within 24 hours if their child is involved in an incident, injury, trauma or illness at the Service and that details are recorded on the Incident, Injury, Trauma and Illness Record.
- Ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service;
- Ensuring that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid;
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes; and
- Ensuring parents/guardians provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital, or ambulance service and if required, transport the child to hospital.

A Nominated Supervisor/ Responsible Person will:

- Maintain a current approved first aid qualification;
- Refresh their CPR skills at least annually;
- Support staff when dealing with a serious incident and/or trauma;
- Maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards;
- Maintain a transportable first aid kit/s that can be taken to excursions and other activities;
- Monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached;
- Dispose of out-of-date materials and supplies appropriately;
- Ensure safety signs showing the location of first aid kits are clearly displayed;
- Ensure that all educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirement of the National Regulations and are approved by ACECQA;
- Ensure training for the administration of an auto-injector device annually and document on staff files;

- Keep up to date with any changes in the procedures for the administration of first aid;
- Ensure that appropriate documentation is being recorded by the Nominated supervisor/ Responsible Person regarding incidents, injury, trauma, and illnesses and the administration of first aid;
- Ensure families are notified of any events requiring first aid administration as soon as practicable but no later than 24 hours after the incident, injury or trauma requiring first aid; and
- Documentation of the following must be recorded:
 - Name and age of the child.
 - Circumstances leading to the incident, injury, trauma, or illness.
 - Time and date.
 - Details of actions 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.
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Educators will:

- Implement appropriate first aid procedures, when necessary, by adhering to the Service's administration of First Aid Procedure.
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required (Safe Work Australia recommends first aid qualifications should be renewed every 3 years);
- Refresh their CPR skills at least annually;
- Participate in administration of an auto-injector device training at least annually;
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma;
- Ensure that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record accurately; and
- Conduct a risk assessment prior to an excursion, regular outing or when providing regular transportation of children to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised;

Families will:

- Sign service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child;
- Provide the required information for the services medication record;
- Notify the Family Daycare Service upon enrolment of any specific health care needs of their child - including medical conditions and allergies,
- Provide the service with a medical management plan for their child if required and ensure these are kept up to date at all times;
- Provide written consent (via the enrolment record) for service staff to administer first aid;
- Provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital;
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record; and
- Notify educators of any change in condition of their child's health that may impact the child's care and require the administration of first aid.

- **Breaches**

Breaches of this policy will be considered by the Family & Early Childhood Services Coordinator in the first instance in accordance with the Children's Services Code of Conduct 2023 and escalated to the Manager Community Services as necessary.

The Manager Community Services may elect to seek the professional judgement of the Council's People and Culture Department to identify potential options if the Code of Conduct does not provide an adequate remedial option.

Reference and Related Policies

Legislation

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Revised National Quality Standard 2018

Guidelines*Administration of First Aid Policy Guidelines*

Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines-

Early Childhood Australia Code of Ethics 2016

Guide to the National Quality Framework 2017

Safe Work Australia First Aid in the Workplace Code of Practice:

<https://www.safeworkaustralia.gov.au/law-and-regulation/codes-practice>

Safe Work Australia Legislative Fact Sheets First Aiders

Policies**Children's Services**

Code of Conduct Policy and Procedure 2023

Governance and Management of the Service Policy 2023

Dealing with Medical Conditions in Children Policy 2023

RCoW

Occupational Health and Safety Policy 2023

Definitions

Term	Definition	Source
ACECQA – Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	acecqa.gov.au
Approved anaphylaxis management training	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA	National Regulations (Regulation 136)

	website: acecqa.gov.au/qualifications/nqf-approved	
Approved emergency asthma management training	Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website: acecqa.gov.au/qualifications/nqf-approved	National Regulations (Regulation 136)
Approved first aid qualification	A qualification approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website with content such as: Emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device	National Regulations (Regulation 136)
Communications plan	A plan that outlines how relevant educators, staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child. It also sets out how families can communicate any changes to the medical management plan and risk minimisation plan for the child.	National Regulations (Regulation 90)
Current	The Safe Work Australia First Aid in the Workplace Code of Practice recommends that first aid qualifications should be	Safe Work Australia First Aid in the Workplace Code of Practice Australian

	renewed every three years. Both the Australian Resuscitation Council Guideline 10.1 and the Safe Work Australia First Aid in the Workplace Code of Practice recommend that all those trained in CPR should refresh their CPR skills at least annually	Resuscitation Council Guideline 10.1
Medical management plan	Individual medical management plans can be provided by a child's family and may be required by the service before the child is enrolled. It is best practice for the family to consult with the child's medical practitioner in the development of the plan and for the practitioner's advice to be documented.	Guide to the NQF (Quality Area 2 – Children's health and safety)

Review

This policy will be reviewed at least once every four years or as required by legislative or operational change.

Version Number	Date of change	Reasons for change
1.0	September 2023	Re-formatting and re-structuring of Council's Children's Services policy framework

