

<b>Policy title</b>	2.7 Administration of First Aid
<b>Policy type</b>	Management
<b>Group</b>	Family and Children

## Rationale

The capacity to provide prompt basic first aid to those who are injured or who become unwell while taking part in Moonee Valley City Council's education and care services is an essential component of our duty of care obligation to ensure the health and safety of those assisted.

The purpose of this Policy is to guide the administration of first aid in a manner consistent with other adopted Family and Children's Services' Policies and Procedures and requirements under the *Education and Care Services National Law Act 2010*, *Education and Care Services National Regulations 2011*, *National Quality Standards 2011*, and *Victorian Children's Services Regulations 2009*.

## Policy statement

Moonee Valley City Council is committed to:

- exceeding requirements under *sections 169 and 225 of the Education and Care Services National Law Act 2010* and *National Regulations 136–143* by ensuring all children's services' staff/educators hold current first aid qualifications
- taking prompt first aid action when an incident, illness, injury or trauma occurs
- not storing or administering analgesics such as paracetamol, ibuprofen, codeine or aspirin as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury. Panadol is only to be administered if directed by a paramedic

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Council defines 'first aid' as the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, to ease pain and to prevent deterioration of the patient's condition until professional medical help can be obtained. It is understood that all staff and families accessing Council's education and care services share legal responsibility, accountability and commitment to implementing the Administration of First Aid Policy and Procedures.

The following incidents are examples of when first aid is required:

- life-threatening injury or illness, such as loss of consciousness leading to respiratory or cardiac arrest
- sudden Infant Death Syndrome (SIDS)
- choking and/or blocked airway
- allergic reaction, such as anaphylactic shock
- injury to the head, back or eye
- bleeding or bone fracture
- seizures
- high temperatures (38°and above) and febrile convulsions
- asthma attack
- burns (including sunburn)
- excessive vomiting leading to dehydration
- poisoning from either hazardous chemicals, substances, plants or snake or spider bites
- severe stress resulting from a workplace or personal situation
- anxiety attack
- emotional breakdown and loss of reasoning

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<b>Procedure</b>	2.7 Administration of First Aid Procedure
<b>Policy type</b>	Management
<b>Group</b>	Family and Children

<b>Action</b>	<b>Approved Provider</b>	<b>Responsible Person Primary Nominee</b>	<b>Educator/contractor</b>	<b>Families</b>	<b>Education and Care Services National Regulations 2011</b>	<b>Education and Care Services National Law Act 2010</b>	<b>Children's Services Regulations 2009 &amp; Children's Services Act 1996</b>
In accordance with the National Regulations and the Children's Services Regulations all services and FDC residents are to have and maintain an appropriate up-to-date, fully equipped first aid kit. The appropriate number of kits will depend on the number of children/staff in the service, the number of rooms and their proximity to each other, and distances from outdoor spaces to the nearest kit. Kits are to be easily identifiable and readily accessible.	✓	✓	✓		r.89 r.103 r.245-247	s.167	r.74 r.84 s.26
All first aid kits are to be stored out of reach of children. Ensure safety signs showing the location of first aid kits are clearly displayed. First aid kits stored in cupboards must have a label affixed to the cupboard to show that the first aid kit is inside.	✓	✓	✓		r.89	s.167	r.84 s.26
Maintain current approved first aid qualifications and qualifications in the emergency management of asthma and anaphylaxis management, as required.	✓	✓	✓		r.136 r.245-247	s.167 s.175	r.63-67 s.26 s.175
A register of the expiration date of staff's first aid, asthma or anaphylaxis accredited training will be maintained and kept at the service and updated registers provided to Human Resources.	✓	✓	✓			s.167 s.175	r.38 s.26 s.175

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Action	Approved Provider	Responsible Person Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
Copies of staff's/educators'/contractors' first aid qualifications and records of renewal training are to be kept in each staff member's file at the service and in their Human Resource file.	✓	✓	✓		r.145	s.167 s.175	r.38 r.63-67 s.26 s.175
Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.	✓	✓	✓				
Ensure the Poisons Information Centre telephone number 131126 is displayed next to all operating telephones and where dangerous products are stored in the service.	✓	✓	✓				
Keep up to date with any changes in procedures for administration of first aid and ensure all educators/contractors are informed of these changes.	✓	✓	✓				
<p>Ensure all relief staff/educators/contractors have the following first aid qualifications:</p> <ul style="list-style-type: none"> <li>• a current Workplace Level 2 First Aid Certificate (renewed every three years or updated annually)</li> <li>• a current CPR Certificate (updated annually)</li> <li>• emergency Asthma Management Certificate (renewed every three years)</li> <li>• anaphylaxis management training (renewed every three years)</li> <li>• administration of an auto-injection device (updated every 12 months)</li> </ul> <p>All above first aid qualifications are required to be undertaken by an ACECQA recognised authority.</p>	✓	✓	✓		r.136 r.245-247	s.167	r.38 r.63-67 s.26 s.175

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Ensure there is an induction process for all new staff, casual and relief staff that includes the location of first aid kits and specific first aid requirements.	✓	✓	✓		r.89	s.167	r.84 s.26
Ensure that at least one educator/contractor 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. This may be the same person who has anaphylaxis management training and emergency asthma management training which are also required under the Regulations.	✓	✓	✓		r.136 r.245-247	s.167 s.175	r.63-67 s.26
<p>Medication and medical procedures can only be administered to a child at risk of anaphylaxis, asthma attack or other known medical condition:</p> <ul style="list-style-type: none"> <li>with written authorisation from the parent/guardian</li> <li>when the medication is in the original container with the child's name, dose and frequency printed on a pharmacy label; and it is within its expiry date; and</li> <li>with two (2) adults in attendance. One adult to be responsible for the administration, and one adult to witness the procedure. In the case of family day care, medication can be administered by one educator; however, the educator must ensure that their first aid certificate is current (refer to Policy 2.8 Administration of Medication).</li> </ul>	✓	✓	✓		r.90 r.92-96	s.169 s.167 s.175	r.28 r.31—34 r.36-37 s.26 s.169 s.175

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<p>If a child diagnosed at risk of anaphylaxis is being cared for at the service, staff/educators/contractors must ensure that the child's anaphylaxis medication is:</p> <ul style="list-style-type: none"> <li>easily recognisable and readily assessable to adults</li> <li>inaccessible to children</li> <li>stored away from direct sources of heat</li> </ul>	✓	✓	✓		r.245-247	s.165 s.167 s.169 s.175	r.34 s.26 s.172 s.175
<p>In the case of a child who has not previously been diagnosed with anaphylaxis or asthma and requires urgent medication, triple zero must be called. Staff/educators/contractors are to follow the paramedic's directions.</p>		✓	✓		r.85-87 r.90 r.92-96 r.98	s.165 s.167 s.169 s.175	r.36-37 s.26 s.165 s.169
<p>An ambulance must be called immediately for any of the following incidents:</p> <ul style="list-style-type: none"> <li>when an individual has stopped breathing</li> <li>when an individual is unconscious</li> <li>when there is evidence of an anaphylaxis reaction (once EpiPen® treatment has been administered)</li> <li>when there is obvious evidence of a broken bone</li> <li>other incidents as determined by the staff/educator/contractor as a qualified first aider</li> </ul>	✓	✓	✓		r.85-87 r.90 r.92-96 r.98	s.165 s.167 s.169 s.174 s.175	r.36-37 r.50 r.53 r.73-77 r.86-88 r.90 s.26 s.167 s.169 s.174 s.175

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<p>In the event that an ambulance is called:</p> <ul style="list-style-type: none"> <li>• emergency first aid is to be administered up until the ambulance arrives</li> <li>• an approved provider and Responsible Person must be informed as soon as practicable that a child has required an ambulance</li> <li>• be contactable, either directly or through emergency contacts listed on the child's Enrolment Form, in the event of an incident requiring the administration of first aid</li> <li>• families, or the nominated emergency person, are to be notified in the event of illness if the parent or guardian cannot be contacted. They must be informed as soon as practicable that their child has required an ambulance</li> </ul>	✓	✓	✓	✓	r.85-87 r.90 r.92-96 r.98	s.165 s.167 s.169 s.174 s.175	r.36-37 r.50 r.53 r.73-77 r.86-88 r.90 s.26 s.167 s.169 s.174 s.175
Provide written consent for service staff/educators to administer first aid if required.				✓	r.160-162	s.167 s.175	r.31 s.175
Ensure that the details of any incident requiring first aid treatment are recorded on the Incident, Injury, Illness and Trauma Record.	✓	✓	✓		r.85-87 r.90 r.92-96	s.167 s.175	r.37 s.175
Data gathered from incident, injury, trauma and illness records will be analysed to determine the appropriate locations and contents of the first aid kits. Guidance will be sought from approved first aid training providers.	✓	✓	✓			s.167 s.175	r.86 r.87 r.63-67 s.26
Ensure that staff are offered support and debriefing following a serious incident requiring the administration of first aid.	✓	✓	✓			s.167 s.169	r.84

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Ensure that an ill or injured person who is on the service premises or participating in service programs is stabilised and comforted until the person is transferred to the care of a paramedic, nurse or registered medical practitioner.	✓	✓	✓		r.90	s.167 s.169 s.175	r.86 s.167 s.169
Monitor ill or injured persons in the recovery stage.	✓	✓	✓		r.90	s.167 s.169	r.86 s.26 s.167 s.169
Apply further first aid strategies as described by approved first aid training providers if the condition does not improve.	✓	✓	✓		r.90	s.167 s.169	r.86 s.26 s.167 s.169
Ensure that the service's education and care environments are safe and that other persons are not in danger of becoming ill or injured.	✓	✓	✓		r.77 r.97 r.103	s.167 s.169	r.86 s.26 s.167 s.169
Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.	✓	✓	✓		r.155 r.50 r.53	S.165 s.167 a.169	r.50 r.53 s.167 s.169
Implement appropriate first aid procedures where necessary, and apply required practices for personal protection and infection control to minimise the risk of cross-infection.	✓	✓	✓		r.78 r.86	s.167	r.86 s.26 s.167 s.169

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<p>Children may be taken by a staff member/educator/contractor outside the service premises for purposes such as excursions, regular outings or emergency evacuations. In these cases the staff/educator/contractor must ensure that they carry the following:</p> <ul style="list-style-type: none"> <li>• a suitably equipped first aid kit</li> <li>• the emergency contact numbers for each child and staff member attending. Contact details for the child/children's registered medical practitioner or medical service</li> <li>• an operational mobile telephone with an appropriate connection to a mobile telephone network</li> <li>• if a child has been diagnosed as at risk of anaphylaxis or asthma, the child's medication and medical management plan</li> </ul>	✓	✓	✓		r.73-75 r.77	s.165 s.167 a169 s.175	r.73 r.74 r.84 r.33 r.77 s.26 s.167 s.169 s.175
Parents/guardians pay all costs associated with the ambulance.				✓	r.160-161	s.167	r.31 s.175

**The following is a list of supplies kept in first aid kits;**

Gauze pads	Sterile dressing	Thermometer
Triangle bandages	Saline solution	Medicine cup
Eye pads	Scissors	Safety pins
Bandages	Tweezers	First Aid instructions
Band aids	Disposable gloves	Resuscitation mask

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## Link to Council policies

This Policy and Procedures is linked to the:

- Administration of Medication Policy
- Incident, Injury, Trauma and Illness Policy
- Inclusion and Equity Policy
- Hygiene and Infection Control Policy
- Council's First Aid Management Policy and Occupational, Health and Safety - Emergency and Response

## Resources and useful websites

This Policy and Procedures are aligned to the following National Quality Standard

[www.acecqa.gov.au/national-quality-framework/the-national-quality-standard](http://www.acecqa.gov.au/national-quality-framework/the-national-quality-standard)

Australian Resuscitation Council . <https://resus.org.au/>

*First Aid in Early Childhood Centres and Schools: A Resource to Support Provision of First Aid in Childcare and Education Settings.* (2007). Department of Education, Training and Employment, South Australia. Revised edition 2007

First Aid in the Workplace – [www.worksafe.vic.gov.au/](http://www.worksafe.vic.gov.au/)

Fire Protection Association Australia (FPAA) (2007) – [www.fpaa.com.au](http://www.fpaa.com.au)

Frith, J., Kambouris, N., & O'Grady; (2003). *Health & Safety in Children's Centres: Model Policies and Practices* (2nd edition). School of Public Health and Community Medicine, University of New South Wales.

Poisons Information Centre Listing – <http://www.austin.org.au/poisons>

St John Ambulance Australia; (2010) Fact Sheets – <http://stjohn.org.au/>

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## Approval and determination of qualifications

'Approved first aid qualification' means a qualification that has been approved by the national authority (ACECQA) that includes training in areas that relate to and are appropriate to children, such as:

1. emergency life support and cardio-pulmonary resuscitation
2. convulsions
3. poisoning
4. respiratory difficulties
5. management of severe bleeding
6. injury and basic wound care
7. administration of an auto-immune adrenalin device

ACECQA publishes a list of approved qualifications on its website, including:

- Certificate III level education and care qualifications
- Diploma level education and care qualifications
- Early childhood teacher qualifications
- First aid qualifications, including anaphylaxis management and asthma training
- Qualifications relevant for a 'suitably qualified person' (that is, second or subsequent early childhood teacher)

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