

# Administration of First Aid Policy

**Policy Number:** CS-23-03-2010

**Version:** 10

**Responsible Person:** BoG Chair

**Approved by BoG on:** 23-04-2023

**Schedule review date:** 06 -2024

Mandatory – Quality Area 2

## Purpose

This policy will provide guidelines for the administration of first aid at Hampton Park Community House (HPCH).

## Values

Hampton Park Community House is committed to:

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

## Scope

This policy applies to the Approved Provider (Board of Governance) or Persons with Management or Control, Persons in Day to Day Charge, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Hampton Park Community House, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Nominated first aid officer	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted						
Ensuring that every reasonable precaution is taken to protect children, staff and others at HPCH from harm and hazards that are likely to cause injury ( <i>National Law: Section 167</i> )	R	R	√			
Assessing the first aid requirements for HPCH ( <i>refer to Attachment 3</i> ). A first aid risk assessment can assist with this process ( <i>refer to Attachment 4</i> )	R	√		√		
<p>Ensuring that at least one early childhood teacher [ECT]/educator with current approved first aid qualifications (<i>refer to Definitions</i>) is in attendance and immediately available at all times that children are being educated and cared for by HPCH (<i>Regulation 136</i>). This can be the same person who has anaphylaxis management training and emergency asthma management training</p> <p>Note: this is a minimum requirement, HPCH requires that ALL educators have current approved first aid qualifications, anaphylaxis management training and asthma management training.</p>	R	√				
Ensuring first aid requirements are met when transporting children as part of the education and care service, and must be met in each vehicle ( <i>Regulation 136</i> )	R	√	√			
Ensuring that the prescribed educator-to-child ratios are met at all times ( <i>refer to Supervision of Children Policy</i> )	R	√	√			
Appointing a staff member or nominated supervisor to be the	R	√				

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 <i>Occupational Health and Safety Act 2004</i> .						
Advising parent/guardian that a list of first aid and other health products used by HPCH 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, easily recognisable, readily accessible, suitably equipped first aid kits ( <i>refer to Attachment 3</i> ), with in-date products that meet Australian Standards ( <i>refer to Definitions</i> ). The appropriate number of kits will depend on the number of children in HPCH, the number of rooms and their proximity to each other, and distances from outdoor spaces to the nearest kit ( <i>Regulation 89</i> )	R	√		√		
Ensuring procedures are developed for the regular monitoring of all first aid kits are suitably equipped ( <i>Regulations 89</i> )	R	√		√		
Ensuring defibrillators are maintained and regularly tested and serviced, including cyclical replacement of pads and batteries as per manufacturer specifications	√	√		√		
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 ( <i>Regulations 100, 101, 102B, 102C</i> ). Refer to <i>Excursions and Service Events Policy and Road Safety and Safe Transport Policy</i>	R	√	√			
Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities ( <i>Regulation 89</i> ) ( <i>refer to Attachment 3</i> )	R	√	√	√		
Ensuring that the Ambulance Victoria AV How to Call Card ( <i>refer to Sources</i> ) is displayed near all telephones or in a visible location.	√	√	√			
Ensuring that first aid training details, and renewal dates are recorded on each staff member's record ( <i>Regulation 146, 147</i> )	R	√				
Ensuring safety signs showing the location of first aid kits are clearly displayed ( <i>Regulation 89</i> ) ( <i>refer to Attachment 3</i> )	R	√		√		

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	R	√				
Ensuring that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at HPCH and recording details on the Incident, Injury, Trauma and Illness Record <i>(refer to Definitions)</i>	R	√	√			
Notifying DE within 24 hours of a serious incident <i>(refer to Definitions)</i> occurring at HPCH	R	√				
Ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid <i>(refer to Incident, Injury, Trauma and Illness Policy)</i>	√	√				
Ensuring a resuscitation flow chart <i>(refer to Definitions)</i> is displayed in a prominent position in the indoor and outdoor environments of HPCH <i>(refer to Attachment 1)</i>	√	√		√		
Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes	√	√				
Implementing appropriate first aid procedures when necessary <i>(refer to Attachment 1 &amp; 2)</i>		√	√	√		
Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required		R	R	R		
Practicing CPR and administration of an auto-injector at least annually (in accordance with other service policies)		R	R	R		
Ensuring that all children are adequately supervised <i>(refer to the Supervision of Children Policy)</i> while providing first aid and comfort for a child involved in an incident or suffering trauma <i>(refer to Attachment 2)</i>	R	√	√			
Ensuring that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record <i>(refer to Definitions)</i> no later than 24 hours after the occurrence <i>(refer to Incident, Injury, Trauma and</i>	R	√	√			

<i>Illness Policy)</i>						
Ensuring the parents/guardians reads and signs the Incident, Injury, Trauma and Illness Record		√	√			
Notifying the approved provider or nominated supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training			√	√		
Ensuring all out of date first aid kit contents are disposed of safely. The safest way to dispose of unused/out of date medicines is through the Return Unwanted Medicines (RUM) scheme which is run by a government funded organisation called The National Return & Disposal of Unwanted Medicines Limited: <a href="https://returnmed.com.au/">https://returnmed.com.au/</a>	√	√	√	√		
Providing the required information on HPCH's medication record ( <i>refer to Definitions</i> ) when child requires administration of medication ( <i>refer to Administration of Medication Policy</i> )					R	
Notifying HPCH of any medical conditions or specific medical treatment required for their child. Where necessary, in consultation with staff, develop appropriate medical management plans and risk minimisation plans (e.g. asthma, anaphylaxis). Providing any required medication. ( <i>refer to Asthma Policy and Anaphylaxis Policy</i> )					R	
Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required					R	
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					√	

## Procedures

- Basic Life support Flow Chart Procedure – *refer to Attachment 1*
- First Aid responder's role – *refer to Attachment 2*



## Background

### Background

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm. The *Education and Care Services National Regulations 2011* state that an Approved Provider (BoG) must ensure that at least one educator with currently approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by HPCH. Under the *Education and Care Services National Law Act 2010*, the Australian Children's Education and Care Quality Authority (ACECQA) are required to publish lists of approved first aid qualifications. These lists are available at: [www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications/training](http://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications/training). As a demonstration of duty of care and best practice HPCH requires all **educators** have current approved first aid qualifications.

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*) that provides guidance on how these obligations can be met.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Child Wellbeing and Safety Act 2005* (Vic) (Part 2: Principles for Children)
- *Education and Care Services National Law Act 2010*: Sections 167, 169
- *Education and Care Services National Regulations 2011*: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *Occupational Health and Safety Act 2004*



## Definitions

The terms defined in this section relate specifically to this policy.

**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 HPCH. 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 HPCH including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person HPCH 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 HPCH. 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 HPCH
- 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 HPCH contrary to the Regulations, or has been locked in or out of HPCH premises.

The Approved Provider must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at HPCH (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.





## Sources and related policies

### Sources

- Ambulance Victoria: [www.ambulance.vic.gov.au](http://www.ambulance.vic.gov.au)
- Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Australian Red Cross: [www.redcross.org.au](http://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](http://www.worksafe.vic.gov.au)

### Service policies

- *Administration of Medication Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Dealing with Infectious Diseases Policy*
- *Dealing with Medical Conditions Policy*
- *Diabetes Policy*
- *Emergency and Evacuation Policy*
- *Epilepsy Policy*
- *Excursions and Service Events Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Staffing Policy*

## Evaluation

To assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly check staff files to ensure details of approved first aid qualifications have been recorded and are current
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- review the first aid procedures following an incident to determine their effectiveness
- regularly seek feedback from the nominated first aid officer and everyone affected by the policy regarding its effectiveness
- keep the policy up to date with current legislation, research, policy and best practice
- consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy
- revise the policy and procedures as part of HPCH's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*)



## Attachments:

**Attachment 1:** Basic Life Support Flow Chart

**Attachment 2:** First Aid responder's role

**Attachment 3:** Minimum requirements for a first aid kit

**Attachment 4:** Sample first aid risk assessment form

## Authorisations:

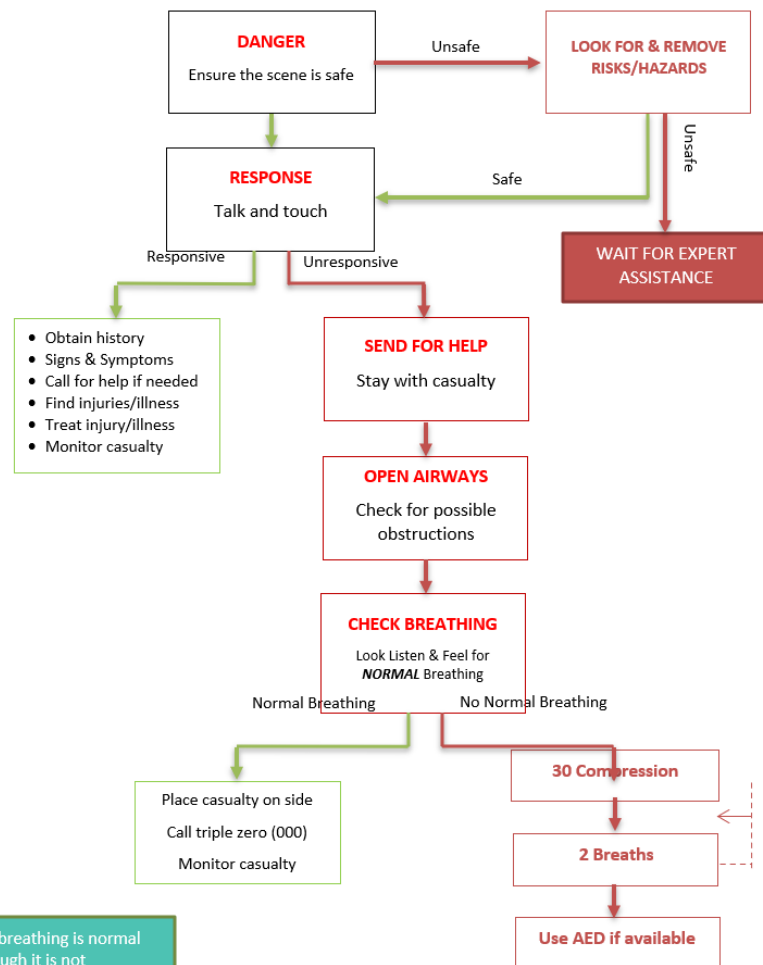
**Signature BoG Chair:**



**Date:** 23-04-2023



## Attachment 1: Basic Life Support Flow Chart



- If unsure if breathing is normal treat as though it is not
- Only stop to recheck casualty if they start breathing **NORMALLY**
- If possible, change first aiders every 1 to 2 mins to reduce fatigue
- Send or go for help as soon as possible.

## Attachment 2: First Aid responder's role

The following circumstances are examples of, but not limited to when first aid is required until assistance from a qualified health professional becomes available:

- Life threatening injury or illness
- Choking /blocked airway
- Anaphylactic reaction to an allergen, e.g. nuts, eggs
- Bleeding
- Bone fracture
- Convulsions and/or high temperature
- Injury to head, eye or back
- Asthma attack
- Excess vomiting or diarrhoea presenting a risk of dehydration
- Loss of consciousness
- Burns, which includes sunburn
- Poisoning from hazardous chemicals, plants, substances, and
- Bites from spiders, insects or snakes

### In a medical emergency Educators/First Aid Responder needs to:

- Attend immediately to an injured/ill child or individual and implement appropriate first aid management.
- Assess if there is a need for an ambulance to attend and call 000 for attendance or advise a co-worker to make the call.
- Identify any risks in the immediate area and minimise/eliminate these.
- Implement any medical condition action plans that are required if a child with a diagnosed medical condition is involved.
- In the event of a child going into Anaphylactic shock who does **NOT** have a Medical Management Plan, HPCH's EpiPen is to only be administered to a child with over the phone consent from an ambulance officer/medical practitioner.
- Monitor the child's/individual's condition and maintain appropriate first aid support if required until further assistance is available from qualified health professionals.
- Ensure that arrangements are made to remove the child/individual as soon as possible in the interests of the health, safety and wellbeing of that child and others.
- Notify as soon as practicable the parents/guardians of a child involved in a serious medical emergency or accident.
- Document as soon as practicable the incident details on the Incident, Injury, Trauma and Illness Record as per the *Incident, Injury, Trauma and Illness Policy*
- Notify DE within 24 hours of a serious incident (*refer to Definitions*) occurring at HPCH
- In the case of a serious accident/injury of an adult, as far as practicable, the scene of the accidents should not be touched as it may need to be inspected by an inspector from WorkSafe
- Notify WorkSafe if a serious workplace injury has occurred as soon as practicably possible and in writing within 48 hours of the accident occurring.
- In the event of an asthma attack, (if HPCH spacer was used) the used spacer must be provided to the family and a new spacer to be purchased for HPCH as soon as possible.
- In the event of anaphylaxis, the used adrenaline autoinjectors to be given to the ambulance officer attending the scene, with the date and time it was used.



### Attachment 3: Minimum requirements for a first aid kit

#### First Aid kits should:

- not be locked.
- be appropriate for the number of employees and children and adequate for the immediate treatment of injuries at HPCH (refer to Note)
- be easy to access and if applicable, located where there is a risk of injury occurring, with no longer than a minute to reach, including time required to access secure areas
- be constructed of resistant material, 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 the contents of the kit.
- be regularly checked using the First Aid Kit Checklist Guidelines to ensure the contents are as listed and have not deteriorated or expired (*refer to First Aid Kit Checklist Guidelines*).
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- display emergency telephone numbers, the phone number and location of HPCH
- be checked regularly (at beginning of each term) to ensure they are fully stocked, no products have expired and the contents replenished as necessary

First Aid kits must be taken on excursions and First Aid qualified ECTs or educators must be in attendance.

**Note:** When determining how many First Aid Kits are 'appropriate', HPCH should consider the number of children in attendance as well as the proximity of rooms to each other and the distances from outdoor spaces to the nearest First Aid Kit. For example, larger services may require a kit in each room or outside space, whereas a kit between two rooms might be appropriate in a smaller service with adjoining rooms

#### First Aid kit checklist guidelines

The below checklist is a framework to guide implementation. The *Compliance Code: First Aid in the workplace* by WorkSafe Victoria states the employer needs to determine the appropriate contents and quantity of a first aid kit for their workplace.

#### Suggested contents include, but are not limited to:

- basic first aid guide
- CRP chart
- disposable gloves
- resuscitation mask/face shield
- individually wrapped sterile adhesive dressings (e.g. Band Aids)
- compression bandages
- sterile eye pads
- sterile coverings for serious wounds
- triangular bandages
- safety pins
- medium sterile unmedicated wound dressings
- instant cold pack
- large sterile unmedicated wound dressings
- non-allergenic tape
- crepe bandages
- emesis bag
- scissors
- tweezers
- notebook for recording details of first aid provided
- sterile saline solution



- small sterile unmedicated wound dressings
- emergency accident blanket/space blanket
- thermometer
- plastic bags for disposal
- sharps container
- black permanent marker

#### Asthma first aid:

- reliever medication
- 2 small volume spacer devices
- 2 compatible children's face masks (for children under the age of four)
- record form and pen
- asthma first aid instruction card.
- Asthma Australia recommends that spacers and face masks are for single use only. It is essential to have at least two spacers and two face masks in each first aid kit, and these should be replaced once used.

#### Adrenaline autoinjector kit (for general use):

- For general use for a child previously undiagnosed for anaphylaxis, where they have a first-time reaction. Having an adrenaline autoinjector for general use (e.g., in first aid kits) should be considered as being additional to the prescribed adrenaline autoinjectors and should NOT be a substitute for children at high risk of anaphylaxis having their own prescribed adrenaline autoinjector/s.

#### Kit may include:

- in-date adrenaline autoinjector stored in an insulated container; stored away from direct heat and/or cold.
- ASCIA First Aid plan for Anaphylaxis card
- a pair of disposable gloves
- note pad and a permanent marker.

#### Standard portable First Aid Kit

Suggested contents include, but not limited to:

- basic first aid guide & CRP chart
- plastic bags for disposal
- gloves
- emesis bag
- sterile saline solution
- emergency accident blanket/space blanket
- resuscitation mask/face shield
- scissors
- instant cold pack
- notebook for recording details of first aid provided
- compression bandages individually wrapped sterile adhesive dressings (e.g., Band Aids)

#### Emergency Backpack

Suggested contents include, but not limited to:

- parent contact information including authorisations
- children and staff with additional/medical needs list including medication
- facility keys (including gates/padlock keys)
- portable non-perishable snacks (use by date checked)
- whistle
- copy of facility site plan and EMP including evacuation routes
- sunscreen and spare sunhats
- plastic garbage bags
- staff emergency contact information
- portable battery powered radio (batteries checked and charged)
- standard portable First Aid Kit.
- torch (batteries checked and/or charged)
- children's enrolment records
- bottled water (use by date checked)
- toiletry supplies
- traffic/emergency safety vest and tabards



#### Attachment 4. sample first aid risk assessment form

This template can be used to assess the first aid requirements for HPCH. Consultation is an important aspect of first aid risk assessment and management. The approved provider, ECTs and educators should use this as a guide only and may identify other areas specific to their service.

Assessment Criteria		Response / Comments	
1.	How many people work at HPCH (estimate for most days)?		
2.	How many children are enrolled at HPCH (write the number)?		
3.	Do people regularly work in HPCH after hours?		
4.	Do people work on their own after hours, including on weekends? If yes, approximately how many, how often and for how long at any one time?		
5.	Describe the nature of incidents, injuries or illnesses that have occurred in HPCH over the last 12 months (if possible, attach a summary of the incident reports)		
6.	Where is the nearest medical service and how long would it take to get an injured person to this service?		
7.	Where is the nearest major hospital with a 24-hour accident and emergency service? How long would it take to get an injured person to this hospital?		
8.	What type of, and how many, first aid kits are available at HPCH?		
9.	Are the contents of first aid kits complete and up to date as per the contents list?		
10.	Where are the first aid kits located?		
11.	How many current first aid officers are there at HPCH? (List the number, approved first aid qualifications and qualification expiry dates)		
12.	Identify and list specific hazards and	Hazards	Location



	where they may be located	Cleaning products			Storeroom	
13.	Are there any specific hazards or health concerns that require specific first aid kits or treatment (such as anaphylaxis, asthma etc.)? If yes, list the particular hazards or health concerns and where the specific first aid requirements are kept	Hazards /health concerns	Specific first aid requirements	Specific training required	Staff have appropriate training	Location of first aid equipment
14.	Is there an induction process for all new staff that includes location of first aid kits, specific first aid requirements and so on?					

### Recommendations

Reference number	Recommendation	Responsibility and time frame
e.g. 3 & 4	Develop safety procedures for staff working on their own/after hours	Approved provider within 2 months

### Names of those responsible for completing this form

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Date for next review: \_\_\_\_\_

