



HEALTH AND SAFETY POLICY - ADMINISTRATION OF FIRST AID

Policy Number: CS-23-03-2010

Version number: 5

Responsible Person: Chair BoG

Approved by BoG: 23-04-2021

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Mandatory – Quality Area 2

Purpose

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

1. Values

Hampton Park Community House is committed to:

- providing a safe and healthy environment for all employees (including contractors), volunteers, children, clients and others attending HPCH services
- provides employees (including contractors) with any necessary information, instruction, training or supervision to enable them to perform their work in a way that is safe and without risks to health.
- providing a clear set of guidelines in relation to the administration of first aid in the approved service areas (Children, Family and Community Services Domain Areas)
- ensuring that the service area have the capacity to deliver current approved first aid, as required.

2. Scope

This policy applies to the Approved Provider 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.



This policy also applies to independent contractors (including any employees of the independent contractor) engaged by the employer in relation to matters over which the employer has control. OHS Act ss21 and 21(2)(e)

3. Background and legislation

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.

Employers must provide and maintain, so far as is reasonably practicable, a working environment for their employees that is safe and without risks to health. OHS Act s21

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 as an Approved Provider Hampton Park Care Group Inc. (Hampton Park Community House) ensures 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 the service. 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

As a demonstration of duty of care and best practice HPCH requires all **educators** have current approved first aid qualifications.

Hampton Park Care Group Inc. ensures that appropriate first aid arrangements in place, including first aid training, first aid kits and first aid facilities, to meet employer obligations under the *Occupational Health and Safety Act 2004*

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Occupational Health and Safety Act 2004*
- *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*

4. Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

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

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

First aid kit: The Compliance Code *First aid in the workplace*, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit. (refer to Sources) *First aid in the workplace* is available at: 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. Attachment 1 - A sample *Incident, Injury, Trauma and Illness Record* ACECQA.

All incidents or hazards and relating to HPCH employees, volunteers, student placements and contractors must be recorded via the portal and reported to the Emergency Management Committee - OHS. Attachment 2 - sample Worksafe Record

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). Attachment 3 -A sample medication record - ACECQA.

Resuscitation flowchart: Outlines the six steps involved in resuscitation: danger, response, airways, breathing, compression and defibrillation. Attachment 4- The Australian Resuscitation Council flowcharts for the resuscitation of adults and children. <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 Approved Provider 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.

5. Sources and related policies

Sources

- 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

First aid in the workplace: www.worksafe.vic.gov.au

Service policies

- *Administration of Medication Policy*
- *Emergency and Evacuation Policy*
- *Excursions and Service Events Policy*

- *Health & Safety Policies - Medical Conditions, Epilepsy, Infectious Diseases, Anaphylaxis, Asthma and diabetes*
- *Incident, Injury, Trauma and Illness Policy*
- *Managing Incidents*
- *Staffing Policy*

Supporting documents:

- HPCH Emergency Management Plan
- HPCH Safety Culture Guide
- Child safety -PROTECT
- Worksafe -Compliance Code First Aid in the workplace

<https://content.api.worksafe.vic.gov.au/sites/default/files/2021-11/ISBN-Compliance-code-first-aid-in-the-workplace-2021-11.pdf>

Authorisation:

Signature of Chair of BOG :



Date of Approval by BOG:

23-04-2021

Hampton Park Care Group Inc.