

ADMINISTRATION OF FIRST AID

PRINCIPLE

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, staff members and others attending the service, which are injured, become ill or require support with administering first aid.

Greater Shepparton City Council Children's Services will ensure services have the capacity to deliver current approved first aid, as required.

DEFINITIONS

First Aid: Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

Approved first aid qualification: means a qualification that:

(a) Includes training in the following that relates to and is appropriate to children—

- emergency life support and cardio-pulmonary resuscitation;
- convulsions;
- poisoning;
- respiratory difficulties;
- management of severe bleeding;
- injury and basic wound care;
- administration of an auto-immune adrenalin device; and

(b) has been approved by the National Authority in accordance with Division 7 (*Education and Care Services National Regulations*)

Approved anaphylaxis management training: means anaphylaxis management training approved by the National Authority in accordance with Division 7 (*Education and Care Services National Regulations*).

Approved emergency asthma management training: means emergency asthma management training approved by the National Authority in accordance with Division 7 (*Education and Care Services National Regulations*).

GUIDELINES

Children' Services will ensure:

1. Every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (*Education and Care Services Law – section 167*).
2. All staff members (excluding educators working towards a qualification in Early Childhood Education and Care) hold the relevant qualifications - *Level 2 First Aid* – including *Anaphylaxis Management and Emergency Asthma Management* (completed every 3 years) and *CPR* (completed annually) as a requirement of their position description . It is the individual staff member's responsibility to ensure that all certificates remain current. This guideline has been

implemented for best practice and supersedes the (*Education and Care Services National Regulations* 136 (1) (a)(b)(c)).

(*Education and Care Services National Regulation 136(1)(a)*)

For centre- based services - at least one staff member or Nominated Supervisor who holds a current approved first aid qualification is in attendance and immediately available at all times that children are being educated and cared for by the service.

(*Education and Care Services National Regulation 136(1)(b)*)

For centre- based services - at least one staff member or one Nominated Supervisor of the service who has undertaken current approved anaphylaxis management training is in attendance and immediately available at all times that children are being educated and cared for by the service.

(*Education and Care Services National Regulation 136(1)(c)*)

For centre- based services -at least one staff member or one Nominated Supervisor of the service who has undertaken current approved emergency asthma management training is in attendance and immediately available at all times that children are being educated and cared for by the service.

3. If a staff member is unable to renew their First Aid/ CPR certificate due to unforeseen circumstances, they are required to contact Children's Services Management to discuss what further action will be taken. The staff member may be required to take annual or unpaid leave until they are again current.
4. All staff (excluding educators working towards a qualification in Early Childhood Education and Care) have provided copies of their current *Level 2 First Aid Certificate*, *CPR certificate*, *Anaphylaxis Management* and *Emergency Asthma Management* certificates to the *People and Development Department* at *Greater Shepparton City Council* to be held electronically in their staff file.
5. There is an appropriate number of first aid kits kept at the service having regards to the number of children being educated and cared for, suitably equipped, easily recognisable and readily accessible where children are present at the service and during excursions (*Education and Care Services National Regulation 89*).
6. A portable first aid kit is provided and maintained that can be taken offsite for excursions and other activities.
7. First Aid kits must be suitably equipped at all times with all contents to be within the use-by date and replaced if expired. Staff are to review the contents of all First Aid kits regularly or at a minimum of six months completing, *First Aid Kit Checklist Children's Service (Appendix 10.1)*.
8. There is an induction process for all new staff and on-call staff that includes providing information on the location of first aid kits and specific first aid requirements.
9. Staff are aware of children attending the service with allergies and their attendance days and apply this knowledge when providing first aid.
10. Staff seek further medical attention if required after first aid has been administered.
11. That information relating to the administration of first aid resulting from an incident, injury, trauma or illness is recorded in the incident, injury, trauma and illness record. It should be recorded as soon as possible, and within 24 hours, after the incident, injury, trauma or illness (*Education and Care Services National Regulation 87*).
12. That incidents, injury, trauma and illness events requiring first aid are notified to families as soon as practicable but no later than 24 hours after the occurrence. In the case of a serious incident,

notification must also be given to the Regulatory Authority within 24 hours (*Education and Care Services National Regulations 86; 176*)

Families will:

1. Provide authorisation in their child's enrolment record for service staff to seek medical treatment for their child from a registered medical practitioner, hospital or ambulance service and, if required, for transportation by an ambulance (*Education and Care Services Regulation 161*).
2. Notify the service upon enrolment of any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed. Ensure any Medical Management Plans at the service are kept up-to-date.
3. Notify educators or staff if there has been a change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care and require the administration of first aid.
4. Be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation.
5. Be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention.

Emergency Medication Kit:

1. It is recommended for services to maintain an up to date emergency medication kit that is stored in an easily accessible location within the service and includes the following:
 - In date asthma first aid medication (blue/grey puffer), disposable spacers and an Asthma Action Plan to be used in an emergency.
 - Unused, in date adrenaline auto injector (epi-pen) and an Anaphylaxis Action Plan to be used in an emergency.
2. It is recommended that educators complete the online e- learning Asthma and Anaphylaxis course via Greater Shepparton City Council Learning Management - ELMO annually.

Related Policies:

- Child Safe
- Excursions
- Emergency Situations
- Medical Conditions
- Incident, Injury, Trauma and Illness
- Providing a Child Safe Environment
- Water Safety

National Quality Standard: 2.1.2; 2.2.1; 2.2.2

Education and Care Services National Regulations 86; 87; 89; 136; 161; 168(2)(a)(iv)(m);176

Education and Care Services National Law – section 167

Children's Services Regulations 2020 – 55; 56; 58; 95; 109;

Children's Services Act 1996 – 107

Sources and Reference Tools

- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law Act 2010*
- *Children's Services Act 1996*
- *Children's Services Regulations 2020*
- Guide to the National Quality Framework ACECQA – Operational Requirements
- ACECQA –Administration of First Aid – Policy Guidelines

Reviewed: July 2023

Next review due: July 2025

Updated 09/2023 - removing reference to Family Day Care due to cease of Family Day Care operations

Updated 01/2024 – added to guideline 2 and 4

(excluding educators working towards a qualification in Early Childhood Education and Care)