

FIRST AID ADMINISTRATION POLICY

Quality Area 2

PURPOSE

This policy will provide guidelines for the administration of first aid at Sorrento Community Centre, including Sorrento Early Learning.

OUR VISION FOR SORRENTO EARLY LEARNING

Our vision is to aspire for excellence in the provision of early childhood services through the creation of a safe, extended family environment and the development of a community of learners where educators, parents and other adults are committed to the children's education and wellbeing.

BROAD GUIDELINES FOR THIS POLICY

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 Sorrento Community Centre and Sorrento Early Learning 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 must ensure that at least one educator 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.

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/approved-first-aid-qualifications. As a demonstration of duty of care and best practice ELAA (Early Learning Association Australia) recommends 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.

PROCEDURES

Sorrento Community Centre (the Approved Provider) is responsible for:

- ensuring that every reasonable precaution is taken to protect children at Sorrento Community Centre from harm and hazards that are likely to cause injury (Section 167)
- assessing the first aid requirements for Sorrento Community Centre. A first aid risk assessment can assist with this process (see Attachment 1 – Sample first aid risk assessment form)
- ensuring that the Sorrento Early Learning Team Leader and educators hold current approved first aid qualifications, are trained in asthma management and anaphylaxis management, and are in attendance and immediately available at all times that children are being educated and cared for at the Centre.
CPR and anaphylaxis training will be updated annually.
Copies of the Certificates for each staff member, to show currency, are kept in the Staff Records, held by the Centre Manager.
- appointing an educator to be the nominated first aid officer. This is considered best practice in a Centre where there are fewer than 10 employees (and a legislative requirement where there are 10 or more employees)
- advising families that a list of first aid and other health products used at Sorrento Community Centre 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, fully-equipped first aid kits that meet Australian Standards. The appropriate number of kits will depend on the number of children at Sorrento Early Learning, the number of rooms and their proximity to each other, and distances from outdoor spaces to the nearest kit
- 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
- providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities
- ensuring safety signs showing the location of first aid kits are clearly displayed. First aid kits can be found:
 - in the Early Learning Centre
 - a portable kit is to be taken if outdoors or in the stadium
 - in the Emergency Bag, which is taken when the children are leaving the building, e.g. Evacuation drill
- 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
- ensuring that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at Sorrento Community Centre and recording details on the *Incident, Injury, Trauma and Illness Record*
- ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid

- ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of Sorrento Community Centre
- keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

The Sorrento Early Learning Team Leader (Nominated Supervisor) is responsible for:

- ensuring that every reasonable precaution is taken to protect children at Sorrento Early Learning from harm and hazards that are likely to cause injury
- ensuring that the prescribed educator-to-child ratios are met at all times
- ensuring that all educators' approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA
- 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
- ensuring a portable first aid kit is taken on all excursions and other offsite activities
- ensuring that the Ambulance Victoria *AV How to Call Card* is displayed near all telephones.

The Early Learning Team Leader (Nominated First Aid officer), supported by the Early Learning Administrator, is responsible for:

- maintaining a current approved first aid qualification
- monitoring and checking the contents of all first aid kits and arranging with the Centre Manager for replacement of stock, including when the use-by date has been reached, at least once per term
- disposing of out-of-date materials appropriately
- ensuring a portable first aid kit is taken on all excursions and other offsite activities (including Evacuation drills)
- keeping up to date with any changes in the procedures for the administration of first aid
- keeping medical contact details up to date
- keeping the Anaphylaxis Policy and plan for individual children up to date
- conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised

Educators are responsible for:

- implementing appropriate first aid procedures when necessary
- maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management
- practicing CPR and administration of an auto-injector at least annually

- ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- ensuring that the details of any incident requiring the administration of first aid are recorded on the *Incident, Injury, Trauma and Illness Record*
- notifying the Centre Manager or Sorrento Early Learning Team Leader six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training

Parents/guardians are responsible for:

- providing the required information for the child's medication record at Sorrento Early Learning
- providing written consent (via the enrolment record for Sorrento Community Centre) Sorrento Community Centre staff to administer first aid and call an ambulance, if required
- 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.
- keeping children's emergency contacts current

Volunteers and students, while at Sorrento Community Centre are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, Sorrento Community Centre 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 the policy review cycle of Sorrento Community Centre, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

Available Resources

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
 - Standard 2.3: Each child is protected
 - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *Occupational Health and Safety Act 2004*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

- 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

Related policies

- *Anaphylaxis Management Policy*
- *Asthma Management Policy*
- *Infectious Diseases Policy*
- *Health and Safety - Emergency and Evacuation Policy*

Policy Control Data

Approved by Sorrento Community Centre

Date: April 2020

Scheduled Review Date: April 2022

Next Review Date:

ATTACHMENT 1

Sample first aid risk assessment form

This template can be used to assess the first aid requirements. Consultation is an important aspect of first aid risk assessment and management. Sorrento Community Centre and educators should use this as a guide only and may identify other specific areas:

1.	How many people work at Sorrento Community Centre (estimate for most days)?	
2.	How many children are enrolled at Sorrento Early Learning (write the number)?	
3.	Do people regularly work at Sorrento Community Centre 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 at Sorrento Community Centre 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 Sorrento Community Centre?	
9.	Are the contents of first aid kits complete and up to date as per the contents list? How often?	
10.	Where are the first aid kits located?	
11.	How many current first aid officers are there at	

	Sorrento Community Centre? (List the number, approved first aid qualifications and qualification expiry dates)					
12.	Identify and list specific hazards and where they may be located	Hazards Cleaning products			Location Bathroom Cupboard Cleaning Cupboard	
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	Sorrento Community Centre within 2 months

Names of those responsible for completing this form

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____

Date for next review: _____

For Reference: First Aid Kits for Child Care Providers

By Maureen Nalle, Ph.D., RN (USA)

Minor accidents and unintentional childhood injuries are not unusual in the child care setting. Even with careful supervision, children frequently sustain scrapes, bruises, cuts, bites, and falls in the normal course of their day. Less frequently, medical emergencies such as seizures, asthma attacks, and allergic reactions may require immediate intervention and treatment. Providing a safe environment and responding to accidents and injuries in a timely and professional manner are essential caregiver responsibilities. Let's take a look at how to stock your first aid kit so that you are prepared to handle any emergency.

First Aid Kits

A fully stocked first aid kit must be available at all times, with a sufficient quantity of supplies to meet the needs of the enrolled children. In large centres, additional kits should be located throughout the facility for easy access. First aid kits and equipment must be accessible to providers at all times, but kept out of the reach of children. Proper access and safe storage can be facilitated by keeping supplies in a locked box that can be readily transported to the needed location.

While recommendations about the content of first aid kits vary somewhat, every kit should include these essentials:

- Disposable, non-porous gloves
- Adhesive Band-Aids of assorted sizes
- Sealed packages of alcohol wipes or antiseptic wipes
- Scissors
- Tweezers
- Thermometer
- Bandage tape
- Sterile gauze pads (2" and 3")
- Flexible roller gauze (1" and 2" widths)
- Triangular bandages
- Small splints
- Cold pack
- Safety pins
- Eye dressings
- Syrup of ipecac (and instructions for use)
- Insect sting preparation
- Water
- Soap
- Resealable plastic bags (one gallon size) for soiled materials
- Pen/pencil and notepad

- Current First Aid Guide (Academy of Paediatrics or American Red Cross)
- Emergency phone numbers (911 emergency notification, Poison Control Centre, etc.)
- Coins for pay phone
- Emergency medications or supplies prescribed for each child with special health needs

Supplies should be replenished immediately after use. To ensure a current first aid kit, a designated person should check each kit on a monthly basis for outdated items or expired medications. This is particularly important in the case of emergency drugs such as epinephrine injection, asthma medications, and syrup of ipecac. A sample checklist for first aid kits is available from the California Child Care Health Program (www.childcarehealth.org). Remember to keep an extra first aid kit (one per child care group) available to accompany children and facility persons on any field trip away from the facility. Each vehicle in which children are transported should also be equipped with a complete first aid kit and emergency contact information for transported children.

Children with health conditions such as allergies, asthma, and diabetes or seizure disorders may require immediate attention/special consideration. The provider should know how to recognize and respond to these individual emergency conditions. The caregiver should also know if special equipment and/or procedures are required in terms of "first aid" and emergency supplies. Be sure these items are maintained in your centre's first aid kit as well as for any field trip away from the site.

Maureen Nalle, Ph.D., RN, is an Assistant Professor at the University of Tennessee, Knoxville, College of Nursing. Dr. Nalle is a Certified Child Care Health Consultant with extensive background in preschool health education and child care health and safety issues. She is currently involved in the training of childcare health consultants for the state of Tennessee.

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