

## Early Learning

# Administration of First Aid Policy

## Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church’s activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

## Policy Statement

Uniting Early Learning is committed to:

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

## Executive Summary

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.

Ensuring prescribed educator-to-child ratios are met at all times is an important aspect of protecting children at the service from harm and hazards that are likely to cause injury. It is also essential that the service keeps up to date with any changes in procedures for administration of first aid, ensuring that all educators are informed of these changes.

As a demonstration of duty of care and best practice, all Uniting Early Learning educators will have an approved and current first aid qualification; anaphylaxis and emergency asthma management training. To meet legislative requirements, an educator is to be appointed as the nominated first aid officer where there are 10 or more employees.

An induction process for all new staff, casual and relief staff must be in place that includes providing information on the location of first aid kits and specific first aid requirements.

Reporting procedures set out in the *Incident, Injury, Trauma and Illness Policy* should be followed in the event that a child is ill, is involved in a medical emergency, or an incident at the service that results in injury or trauma.

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## Current Environmental Context

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 that provides guidance on how these obligations can be met.

An appropriate number of first aid kits that meet Australian Standards (refer to *Attachment 19b*) should be easily recognisable and readily accessible to adults. Kits should be checked regularly to ensure they are fully stocked, and no products have expired. Safety signs showing the location of first aid kits should be clearly displayed, as well as a clearly displayed resuscitation flow chart. First aid kits should also be taken when leaving the service premises for excursions, regular outings or emergency evacuations.

**Attachment 19a:** Responsibilities relating to the Administration of First Aid Policy

**Attachment 19b:** Contents of a basic first aid kit

**Attachment 19c:** Employee Assistance Program (EAP) Contact Details

**Form 19.1:** First Aid Kit Audit

**Form 19.2:** First Aid Risk Assessment

## Reference/Sources

This policy should be read in conjunction with the following:

*Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania, Approved June 2015:

<https://www.victas.uca.org.au/UCA%20Resources/Documents/Keeping%20Children%20Safe%20Policy.pdf>

<i>Administration of Medication Policy</i>	<i>Anaphylaxis Policy</i>
<i>Asthma Policy</i>	<i>Dealing with Infectious Diseases Policy</i>
<i>Dealing with Medical Conditions Policy</i>	<i>Diabetes Policy</i>
<i>Emergency and Evacuation Policy</i>	<i>Epilepsy Policy</i>
<i>Excursions, Regular Outings and Service Events Policy</i>	<i>Incident, Injury, Trauma and Illness Policy</i>
<i>Staffing Policy</i>	<i>Supervision Policy</i>

- Ambulance Victoria: [www.ambulance.vic.gov.au](http://www.ambulance.vic.gov.au)
- Australian Red Cross: [www.redcross.org.au](http://www.redcross.org.au)
- Better Health Channel: [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)
- Children's Services Act 1996: Section: 26
- Children's Services Regulations 2009: Regulations 63, 65, 66, 67
- 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

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- First aid in the workplace: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)
- *National Quality Standard*, Quality Area 2: Children’s Health and Safety
- St John Ambulance Australia (Vic): [www.stjohnvic.com.au](http://www.stjohnvic.com.au)

## Authorisation

This policy was adopted by Uniting Early Learning on: 18 July 2017

## Review

This policy is to be reviewed by: 18 July 2018

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## Attachment 19a: Responsibilities relating to the Administration of First Aid Policy

### National Regulations & Act

AP=Approved Provider

NS=Nominated Supervisor

CS=Certified Supervisor

### Victorian Regulations & Act

L=Licensee

PN=Primary Nominee

N=Nominee

Action	Approved Provider/ Licensee	NS & PN	CS, N and Educators	Parents
Ensure that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury	x	x	x	x
Assess the first aid requirements for the service (refer to <i>Form 19.1</i> )	x	x		
Ensure that all educators on the premises have a current approved first aid qualifications and anaphylaxis and emergency asthma management training.	x			
Appoint an educator to be the <b>nominated first aid officer</b> (legislative requirement where there are 10 or more employees, but best practice regardless of number of employees)	x			
Advise families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected	x			
Provide and maintain an appropriate number of up-to-date, fully-equipped (refer to <i>Attachment 19b</i> ) first aid kits that meet Australian Standards. The appropriate number of kits depends on the number of children in the service, the number of rooms and their proximity to each other, and distances from outdoor spaces.	x			
Ensure a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specify how these risks will be managed and minimised (Refer to <i>Form 33.7 Excursion, Regular Outing and Service Event policy</i> )	x	x	x	
Provide and maintain a portable first aid kit and ensure it is taken offsite for excursions and other activities	x	x	x	
Ensure that first aid training details are recorded on each staff member's record and demonstrate currency	x	x	x	
Ensure details and practice dates of CPR and auto-injector are documented and recorded on staff record		x	x	
Ensure safety signs showing the location of first aid kits are clearly displayed	x	x	x	
Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service, for easy reference for all educators	x	x		
Implement 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	x			
Follow appropriate reporting procedures set out in the <i>Incident, Injury, Trauma and Illness Policy</i> in the event that a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma.	x	x	x	
Ensure that staff are offered support and debriefing following a serious incident (refer to <i>Glossary</i> ) requiring the administration of first aid. Refer to the Employee Assistance Program	x			

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Action	Approved Provider/Licensee	NS & PN	CS, N and Educators	Parents
(EAP) if required (refer to <i>Attachment 19c</i> )				
Keep up to date with any changes in procedures for administration of first aid and ensure that all educators are informed of these changes	x	x		
Ensure that the prescribed educator-to-child ratios are met at all times		x		
Ensure that all educators' approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, and approved		x	x	
Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required		x	x	
Notify the Approved Provider/Licensee or Nominated Supervisor/Primary Nominee six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training		x	x	
Implement appropriate first aid procedures when necessary		x	x	
Practice CPR and administration of an auto-injector at least annually		x	x	
Ensure that all children are adequately supervised (refer to the <i>Supervision of Children Policy</i> ) while providing first aid and comfort for a child involved in an incident or suffering trauma			x	
Ensure that the details of any incident requiring the administration of first aid are recorded on the <i>Incident, Injury, Trauma and Illness Record</i>		x	x	
Ensure the Approved Provider/Licensee is notified of any serious incident or medical emergency that requires first aid for reporting process		x	x	
Monitor the contents of all first aid kits and arrange with the Approved Provider/Licensee for replacement of stock, including when the use-by date has been reached		x	x	
Dispose of out-of-date materials appropriately		x	x	
Provide the required information for the service's medication record				x
Provide written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required				x
Be 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				x

**Note:** Volunteers and students, while at the service, are responsible for following this policy and its procedures.

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## Attachment 19b: Contents of a Basic First Aid Kit

### A basic first aid kit should contain:

- Triangular bandages
- Crepe ('conforming' or elastic) bandages of varying widths
- Non-adhesive (non-stick) dressings of varying sizes
- Disposable gloves (medium and large), preferably made of non-latex material
- Thermal blanket
- Notepad and pencil
- Plastic bags of varying sizes
- Adhesive tape (2.5 cm wide – preferably a permeable tape such as Micropore)
- Resuscitation mask or face shield.

### Other equipment can include:

- Medium combine dressing pads (9 x 20 cm)
- Large combine dressing pads (20 x 20 cm)
- Adhesive dressing strips (bandaids)
- Medium gauze dressing (7.5 x 7.5 cm)
- Four sterile tubes of saline solution (minimum 10 ml)
- One pair of scissors
- One pair of tweezers
- First aid booklet.

REFERENCE: Better Health Channel (viewed May 2017)

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## Attachment 19c- Employee Assistance Program (EAP) Contact Details

Agency	EAP Contact Phone Number
Uniting Victoria and Tasmania	1800 199 444
Uniting Ballarat	1800 818 728
Uniting Gippsland	1300 360 364
Uniting Lentara	1300 361 008
Uniting Wimmera	03 5362 4077

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## Form 19.1 – First Aid Kit Audit

<b>Service Name</b>	Insert Service Name													<b>Year</b>	Insert Year	
<b>Name of person/s completing check:</b>	Insert name															
Contents	QTY	January	Feburary	March	April	May	June	July	August	September	October	November	December	Orderd (Date)	Stocked (Date)	
Basic first aid notes	1															
Disposable gloves	10															
Resuscitation mask	2															
Individually wrapped sterile adhesive dressings	1															
Large non-adhesive sterile covering for serious wounds	4															
Sterile eye pads	2															
Triangular bandage	1															
Safety pins	10															
Small sterile unmediated wound dressings	2															
Medium sterile unmediated wound dressings	2															
Large sterile unmediated wound dressings	2															
Contents	QTY	January	Feburary	March	April	May	June	July	August	September	October	November	December	Orderd (Date)	Stocked (Date)	
Non-allergenic tape	1															

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## Form 19.2 – First aid risk assessment form-sample

This template can be adapted and used as a guide to assess the first aid requirements of the service.

1.	How many people work at the service (estimate for most days)?					
2.	How many children are enrolled at the service? (number)					
3.	Do people regularly work in the service 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 the service 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 within 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 the service?					
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 the service? (List the number, approved first aid qualifications and qualification expiry dates)					
12.	Identify and list specific hazards and where they may be located	<table border="1"> <thead> <tr> <th>Hazards</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Hazards	Location		
Hazards	Location					

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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	<b>Hazards /health concerns</b>	<b>Specific first aid requirements</b>	<b>Specific training required</b>	<b>Staff have appropriate training</b>	<b>Location of first aid equipment</b>
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/Licensee within 2 months

**Names of those responsible for completing this form**

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

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



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