



ADMINISTRATION OF FIRST AID POLICY (ELC)

1 PURPOSE

Minaret College Early Learning Centres aim to provide a safe environment and have a responsibility to protect the health and safety of each individual at all times. Minaret College is committed to educating staff, students and volunteers about first aid and the importance of ongoing professional development of its staff.

2 SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Minaret College Early Learning Centres.

3 PROCEDURES

The Approved Provider is responsible for:

- a) ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167)
- b) assessing the first aid requirements for the service. A first aid risk assessment can assist with this process
- c) ensuring 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 (Regulation 136(1)(a)). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations
- d) advising 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 on request
- e) providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- f) 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 (Regulations 100, 101)
- g) providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities
- h) ensuring that first aid training details are recorded on each staff member's record
- i) ensuring safety signs showing the location of first aid kits are clearly displayed
- j) 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

- k) ensuring that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the Incident, Injury, Trauma and Illness Record
- l) ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid (refer to Incident, Injury, Trauma and Illness Policy)
- m) ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service
- n) 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 Nominated Supervisor Persons in Day-to-Day Charge are responsible for:

- a) ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167)
- b) 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
- c) 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 (Regulations 100, 101)
- d) ensuring a portable first aid kit is taken on all excursions and other offsite activities, including an Epipen for all children with known anaphylaxis AND a spare Epipen (refer to Excursions Policy)
- e) ensuring that the Ambulance Victoria AV How to Call Card (refer to Sources) is displayed near all telephones.
- f) Monitoring the contents of all first aid kits and arranging with the Approved Provider for replacement of stock, including when the use-by date has been reached
- g) Disposing of out-of-date materials appropriately
- h) Keeping up to date with any changes in the procedures for the administration of first aid

All staff are responsible for:

- a) implementing appropriate first aid procedures when necessary
- b) maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management
- c) ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- d) ensuring that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record
- e) notifying the Approved Provider or Nominated Supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training
- f) 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 (Regulations 100, 101).

Parents/guardians are responsible for:

- a) providing the required information for the service's medication record
- b) providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required
- c) 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.

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

4 EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, Minaret College will:

- a) regularly seek feedback from everyone affected by the policy regarding its effectiveness
- b) monitor the implementation, compliance, complaints and incidents in relation to this policy
- c) keep the policy up to date with current legislation, research, policy and best practice
- d) revise the policy and procedures as part of the service's policy review cycle, or as required

Approved Provider PR-00002074

Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

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