



# ADMINISTRATION OF FIRST AID POLICY P4.0330.1

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# ADMINISTRATION OF FIRST AID POLICY

**DIVISION:** Sport, Community and Activation

**BRANCH:** Community Outcomes - Family Day Care

**CATEGORY:** 3

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## PART 1 – INTRODUCTION

### 1. BACKGROUND

- 1.1 The Approved Provider of a Family Day Care (FDC) Service must ensure that each FDC Educator registered with the service has an approved First Aid Qualification and has undertaken approved Anaphylaxis and Asthma Management training.
- 1.2 As FDC educators work alone it is paramount to the safety of children that they are not only trained in First Aid response but are also aware of their responsibility and the procedures for incident and emergency management and the administration of First Aid.
- 1.3 The Approved Provider must ensure that each FDC educator and the service have a fully stocked First Aid Kit that is easily recognisable and accessible.
- 1.4 The *Education and Care Services National Regulations* require Approved Providers to ensure their services have policies and procedures in place for managing the administration of first aid.

### 2. OBJECTIVE

- 2.1 Camden FDC is committed to providing an environment that promotes children's health, safety, and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid.

### 3. SCOPE

- 3.1 This policy applies to:
  - Camden Council FDC Service.
  - Camden FDC staff employed by Camden Council.
  - Educators (including educator assistants and relief educators) registered with the service as agents of the Approved Provider - Camden Council.
  - Children enrolled in the service and their families.
  - Students engaged within Camden FDC services.

### 4. DEFINITIONS

- 4.1 **Approved Anaphylaxis and Asthma Management Training** means training to manage these conditions that has been approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.

- 4.2 **Approved First Aid Qualification** means a qualification that includes training in emergency response and management of conditions related to and appropriate to children and has been assessed by ACECQA as suitable for educators working in an education and care setting.
- 4.3 **Approved Provider** means a person who holds a provider approval *Children (Education and Care Services) National Law (NSW)*. A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions.
- 4.4 **Australian Children’s Education and Care Quality Authority (ACECQA)** means the independent national authority that works with all regulatory authorities to administer the National Quality Framework including the provision of guidance, resources, and services to support the sector to improve outcomes for children.
- 4.5 **Co-ordination Unit** means the Camden FDC principal office and main faculty for running the Service from which Camden FDC employees work.
- 4.6 **Current approved first aid qualifications** means that first aid qualifications should be renewed every three years and that all those trained in Cardiopulmonary resuscitation (CPR) should refresh their CPR skills at least annually.
- 4.7 **Educator** means an individual suitably qualified and registered by Camden FDC to provide education and care, can refer to the FDC educator as the business owner, educator assistant or relief educator.
- 4.8 **Emergency** means an incident, situation, or event where there is an imminent or severe risk to the health, safety, or wellbeing of a person at the service. For example, a flood, fire, or a situation that requires the service premises to be locked down.
- 4.9 **Family Day Care (FDC)** means a type of education and care service that is run from the educator’s own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
- 4.10 **FDC Service** means the FDC education and care business of each individual educator or reference to Camden Council FDC service.
- 4.11 **First Aid** means 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. First aid training for educators and staff should be delivered by approved first aid providers, and a list is published on the ACECQA website.
- 4.12 **Medical Management Plan** means a document that has been prepared and signed by a medical practitioner that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child.
- 4.13 **Medication** means medicine within the meaning of the *Therapeutic Goods Act 1989 (Cth)*. Medicine includes prescription, over the counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website.
- 4.14 **Nominated Supervisor** means a person appointed by the Approved Provider and who has given consent to be appointed to be in day to day charge of a service and must be contactable during the hours FDC Educators are providing education and care.

- 4.15 **National Quality Agenda Item System (NQAIS)** means an online tool offering providers secure direct communication with regulatory authorities and aiming to reduce paperwork and duplication.
- 4.16 **Parent/Guardian** means the child's mother or father or other person responsible for the child through a court of law as their legal guardian and does not include a parent who is prohibited from having contact with the child.
- 4.17 **Regulatory Authority** means the agency or department in each state or territory which administers the National Quality Framework (NQF).
- 4.18 **Risk Minimisation Plan** means a plan developed in consultation with a child's parent/guardian to ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised and procedures and plans are in place for managing this whilst the child is in attendance at the FDC service.
- 4.19 **Serious Incident** means a death or significant illness, incident, injury or trauma to a child or an occurrence that may potentially cause any one of these whilst a child is in care.
- 4.20 **Staff** means employees of Camden Council FDC.
- 4.21 **Suitably Equipped First Aid Kit** means a first aid kit has adequate and appropriate supplies to be used for first aid treatment and response, with no expired products, and should be checked regularly to ensure this. A service might keep a checklist of the contents inside each first aid kit and initial the list each time the contents are checked. Approved providers or FDC educators may seek guidance from a reputable organisation such as St John Ambulance on first aid kit contents.

## PART 2 - POLICY STATEMENT

### 5. PRINCIPLES

- 5.1 The health, safety and wellbeing of children is a paramount consideration for our service. Therefore, we will take every reasonable precaution to protect the children from harm and ensure that we are well equipped to administer first aid in the event of injury or illness. This includes ensuring educators and required staff have ACECQA approved qualifications that are kept up to date.
- 5.2 Clear roles ensure that management, educators, and staff are aware of their responsibilities in relation to the administration of first aid, notifications, and reporting.
- 5.3 Families are required to disclose information about children's medical conditions and/or health concerns at enrolment or as they arise and when this occurs medical management plans or risk minimisation plans are developed in collaboration with families to identify risks and determine prevention and management strategies to be implemented whilst the child is in care.
- 5.4 We create opportunities for children to learn and develop. This includes incorporating health and safety into the educational program.

## 6. CONSIDERATIONS

### 6.1 Considerations for first aid qualifications:

6.1.1 Co-ordinators and educators (as a requirement of registration and ongoing) must hold ACECQA approved qualifications, awarded by registered training organisations in the following:

- First Aid that includes CPR.
- Anaphylaxis management training.
- Asthma management training.

6.1.2 Copies of First Aid Qualifications will be stored in educator and staff records and on the Register of educators and co-ordinators.

6.1.3 Training in CPR must be undertaken annually, and first aid qualifications must be renewed every three years.

6.1.4 It is the responsibility of each educator to ensure their certificates are current and provide copies to the co-ordination unit. Educators cannot open their service if their qualification is not current.

6.1.5 Each FDC service must display the current first aid and CPR qualifications of the primary educator and educator assistant if one is engaged.

### 6.2 Considerations for notification requirements (must also comply with reporting requirements):

6.2.1 When first aid is administered, no matter how minor, it must be notified:

- For minor incidents:
  - To the parent/guardian or authorised person at pick up or within 24 hours and
  - The co-ordination unit within 7 days.
- For serious incidents:
  - To emergency services and
  - The parent/guardian or authorised emergency contact as soon as practicable and
  - The Nominated Supervisor or responsible person as soon as practicable (contact the co-ordination unit or emergency contact number) and
  - The Regulatory Authority via the NQAIS platform within 24hrs.

### 6.3 Considerations for reporting requirements (must also comply with notification requirements):

6.3.1 When first aid is administered, no matter how minor, it must be recorded on the *Incident, Injury, Trauma, and Illness* record and the record must be:

- Signed by a parent/guardian or authorised person for that child on the day or within 24 hours.
- In the case of a serious incident, sent to the co-ordination unit within 24 hours of the incident.
- In the case of a minor incident, sent to the co-ordination unit within 7 days of the incident.

6.4 Considerations for first aid action response:

6.4.1 Generally, first aid is provided in response to unpredictable illness or injury.

6.4.2 All precautions must be taken to prevent accidents and injuries and to minimise harms and hazards to children.

6.4.3 Only qualified first aiders are to administer first aid and the application must be in accordance with first aid training received.

6.4.4 Managing accidents and emergencies requires careful risk assessment planning and reduces the likelihood of major injuries and complications from injuries.

6.4.5 The educator caring for the child assumes responsibility for acting in the best interests of the child in the event of an injury.

6.5 Considerations for the need for an ambulance:

6.5.1 An ambulance will be called when urgent medical attention is required.

6.5.2 In the case an ambulance is required the educator must notify the child's parent/guardian and the co-ordination unit so that a staff member can attend the service.

6.5.3 The regulatory authority must also be notified within 24 hours.

6.6 Considerations for infection and prevention control:

6.6.1 Adequate infection and prevention control must always be practiced when administering first aid or cleaning up blood or body fluids.

6.6.2 Educators and staff administering first aid should have available and wherever practically possible use Personal Protective Equipment (PPE), for example, gloves.

6.6.3 Educators and staff must at all times implement the *Managing Exposure to Blood and Bodily Fluids* procedure and *Dealing with Infectious Diseases: Prevention and Awareness* procedure.

## 7. ROLES AND RESPONSIBILITIES

### 7.1 Approved Provider

- Ensure that obligations under the *Education and Care Services National Law* and *Education and Care Services National Regulations* are met.

- Take reasonable steps to ensure that the nominated supervisor, educators, staff, and students follow the policy and procedures.
- Ensure the *Administration of First Aid* policy and procedures are in place.
- Ensure the nominated supervisor and co-ordination unit staff have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.
- Ensure each educator and the service has a fully stocked first aid kit that is suitably equipped, easily recognisable, and readily accessible.
- Ensure each educator registered by the service holds all of the approved required First Aid and medical management training and that this is kept up to date or the educator does not operate their service
- Ensure that *Incident, Injury, Trauma, and Illness* records are completed within 24 hours, after the incident, injury, trauma, or illness has occurred.
- Ensure that incidents, injury, trauma, and illness events requiring first aid are notified to families as soon as practicable but not 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.
- Take reasonable steps to ensure that nominated supervisors, educators, staff, and volunteers follow the *Administration of First Aid* policy and procedures.
- Ensure that copies of the policy and procedures are readily accessible to the nominated supervisor, co-ordinator's, educators and staff, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

## 7.2 Nominated Supervisor / Team Leader

- Complete responsibilities as delegated by the approved provider.
- Implement the *Administration of First Aid* policy and procedures.
- Ensure each educator and required staff hold current approved first aid qualifications.
- Support educators and required staff to maintain their current first aid qualifications.
- Ensure all educators and required staff have First Aid qualifications that are current and recorded on each person's file and the register of educators and staff.

- Ensure each educator and the service have fully stocked first aid kits that are suitably equipped, easily recognisable, and readily accessible to adults having regard to the design of the service premises and any requirements for excursions and/or transportation of children, where applicable.
- Monitor and maintain stock in service first aid kits. Ensure educators monitor and maintain stock in their FDC first aid kits.
- Seek guidance annually from a reputable organisation on first aid kit contents and kit placement, e.g., St John Ambulance, Red Cross Australia, Safe Work Australia First Aid in the Workplace Code of Practice and communicate any new information to educators and staff.
- Clearly communicate to educators and staff requirements for all incidents requiring first aid.
- Ensure 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.
- Ensure that incidents, injury, trauma, and illness events requiring first aid are notified to families as soon as practicable but not later than 24 hours after the occurrence.
- Ensure that educators submit *Incident, Injury, Trauma, and Illness* records to the co-ordination unit within 24 hours of a serious incident and seven days of a minor incident.
- Ensure in the case of a serious incident, educators notify the co-ordination unit as soon as practicable and the co-ordination unit notifies the regulatory authority within 24 hours.

### 7.3 Coordination Unit Staff

- Complete responsibilities as delegated by the approved provider and/or Nominated Supervisor.
- Ensure they follow Camden FDC policy and procedures and implement and maintain all requirements under these and as directed by the nominated supervisor.
- Implement the *Administration of First Aid* policy and procedures.
- Monitor the implementation of the *Administration of First Aid* policy and procedures by educators.
- Ensure they keep their First Aid qualifications up to date as per their job description and ACECQA requirements.
- Ensure each educator holds up to date approved first aid qualifications.
- Store copies of educator qualifications in their file and maintain a record of these on the register of educators and staff.



- Ensure each educator and the service has a fully stocked first aid kit that is suitably equipped, easily recognisable, and readily accessible to adults having regard to the design of the service premises and any requirements for excursions and/or transportation of children, where applicable.
- Monitor and maintain stock in service first aid kits.
- Ensure educators monitor and maintain stock in their FDC first aid kits and check kits at least annually at the time of the educator residence risk assessment visit.
- Clearly communicate requirements for all incidents requiring first aid.
- Report accident/incidents to the appropriate authorities within 24 hours of the incident, where medical or emergency attention was sought or should have been sought for a child.
- Ensure educators send *Incident, Injury, Trauma, and Illness* records to the co-ordination unit within the specified time frames, assess submitted records and investigate if necessary and note corrective actions taken.
- Store confidentially and for the required period the *Incident, Injury, Trauma, and Illness* records of children submitted by educators.
- Facilitate induction and ongoing training of educators, educator assistants and relief educators in this policy and procedures.
- If required, ensure a staff member of the FDC service goes to support an educator at the scene of an accident.
- If necessary, organise alternate care or collection by parents at the Educator's residence.

#### 7.4 Educators

- Ensure they conduct themselves and their FDC service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the nominated supervisor.
- Are aware of and understand that in the case of a FDC education and care service the obligation of an Approved Provider is also the obligation of the FDC educator.
- Implement the *Administration of First Aid* policy and procedures.
- Maintain current approved first aid qualifications and be aware the FDC service cannot operate if these have lapsed.
- Seek further medical attention for a child if required after first aid has been administered.
- Notify the family and co-ordination unit as soon as practicably possible after notifying emergency services.

- Complete an *Incident, Injury, Trauma, and Illness* record with as much accurate detail as possible as soon as practicable and within 24 hours after the incident, injury, trauma, or illness.
- Submit *Incident, Injury, Trauma, and Illness* records to the co-ordination unit within 24 hours of a serious incident and seven days of a minor incident.
- Assist the co-ordination unit with information as required for the reporting of a serious incident to the regulatory authority.
- Keep a first aid kit that is suitably equipped, easily recognisable and readily accessible to adults as part of a FDC service.
- Ensure a suitably equipped first aid kit is taken on all excursions, outings, or transportation.
- Maintain a fully stocked first aid kit and keep a record of the level of stock and used by dates of items.
- Be aware of children attending the service with allergies and their attendance days and apply this knowledge when providing first aid.
- While attending to a child requiring first aid, ensure other children are adequately supervised.
- Create opportunities for children to learn and develop including incorporating health and safety into the educational program.

## 7.5 Families

- Be aware of the educator's roles and responsibilities in relation to administering first aid to their child including the need to call ambulance in certain situations.
- Be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation.
- 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.
- Provide accurate and up to date information on the child enrolment record and any relevant medical management records that assist the educator or service to best cater to their child's needs.
- Ensure any medical management plans at the service are kept up to date.
- If needed, collect their child as soon as possible when notified of an incident, injury, trauma, or illness that required first aid.
- 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.

- Notify educators or FDC service 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.

## **8. INDUCTION AND ONGOING TRAINING**

- 8.1 Induction and ongoing professional development will be implemented for all educators and staff, focusing on this policy and related procedures.
- 8.2 Educator induction will be implemented as a part of the registration process. Their ongoing training requirements and review of their service environments and practices occurs annually at the time of re-registration and as a need is identified.
- 8.3 Information will be shared with educator assistants and relief educators on induction and as relevant to the environments that they are working in, their shift responsibilities and the children in their care.

## **9. MONITORING, EVALUATION AND REVIEW**

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.
- 9.2 Families, educators, and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with regulation 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

## **10. SOURCES AND RESOURCES**

- [ACECQA Guide to the National Quality Framework](#)
- [ACECQA Qualifications/requirements/first-aid-qualifications-training](#)
- [Australian Red Cross](#)
- [Safe Work Australia First Aid in the Workplace](#)
- [St John Ambulance](#)

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**RELEVANT LEGISLATIVE INSTRUMENTS:** *Children (Education and Care Services) National Law (NSW)*  
*Education and Care Services National Regulations*  
*National Quality Standard | Australian Children's Education and Care Quality Authority (ACECQA)*  
*Therapeutic Goods Act 1989 (Cth)*  
*Work Health and Safety Act 2011*

**RELATED POLICIES, PLANS AND PROCEDURES:** Acceptance and refusal of authorisations policy  
Accident, incident, injury, trauma and illness policy  
Administration of medication policy  
Administration of medication procedure  
Dealing with infectious diseases policy  
Dealing with medical conditions policy  
Documenting and reporting procedure  
Enrolment and orientation policy  
Emergency and evacuation policy  
Excursions policy  
First Aid kits procedure  
First Aid qualifications procedure  
First Aid response procedure  
Managing exposure to blood and bodily fluids procedure  
Providing a child safe environment policy  
Responding to a fever procedure  
Safe transportation of children policy  
Sun protection policy  
Water safety policy

**RESPONSIBLE DIRECTOR:** Director Sport, Community and Activation

**APPROVAL:** General Manager through the Executive Leadership Group.

**HISTORY:**

Version	Approved by	Changes made	Date	EDMS Number
1	ELG	New	14/04/2022	22/175681