

## CEEC CH POL ADMINISTRATION OF FIRST AID TO CHILDREN POLICY

Policy Sponsor	WORKPLACE HEALTH AND SAFETY
Document type	POLICY
Applicable to	CATHOLIC EARLY EDCARE
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE

### POLICY STATEMENT

We are committed to providing environments that promote children’s health, safety and wellbeing, including the implementation of clear policies and procedures for the administration of first aid to children. All services have the required first aid equipment and suitably qualified educators to ensure timely administration of first aid to children.

### BACKGROUND

The Education and Care Services National Regulations require policies and procedures in place in relation to the administration of first aid.

### LEGISLATIVE REQUIREMENTS

<u>Education and Care Services National Regulations</u>	
<b>Section 167</b>	Offence relating to protection of children from harm and hazards
<b>Reg 12</b>	Meaning of serious incident
<b>Reg 85</b>	Incident, injury, trauma and illness policies and procedures
<b>Reg 86</b>	Notification to parent of incident, injury, trauma and illness
<b>Reg 87</b>	Incident, injury, trauma and illness record
<b>Reg 88</b>	Infectious diseases
<b>Reg 89</b>	First aid kits
<b>Reg 90</b>	Medical conditions policy
<b>Reg 92</b>	Medication record
<b>Reg 93</b>	Administration of medication
<b>Reg 94</b>	Exception to authorisation requirement – anaphylaxis or asthma emergency
<b>Reg 101</b>	Conduct of risk assessment for excursion
<b>Reg 136</b>	First aid qualifications
<b>Reg 137</b>	Approval of qualifications
<b>Reg 161</b>	Authorisations to be kept in enrolment record
<b>Reg 162</b>	Health information to be kept in enrolment record
<b>Reg 168</b>	Education and Care Services must have policies and procedures
<b>Reg 170</b>	Policies and procedures to be followed
<b>Reg 171</b>	Policies and procedures to be kept available
<b>Reg 172</b>	Notification of change to policies or procedures
<b>Reg 176</b>	Time to notify certain information to Regulatory Authority

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Reg 183	Storage of records and other documents
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<a href="#"><u>Work Health and Safety Act 2011</u></a>	
<a href="#"><u>Work Health and Safety Regulations 2011</u></a>	
Division 3	First Aid
42	Duty to provide first aid

<a href="#"><u>National Quality Standard</u></a>		
Quality Area 2	Children’s Health & Safety	
Standard 2.1	Health	Each child’s health and physical activity is supported and promoted
Element 2.1.2	Health practices & procedures	Effective illness and injury management and hygiene practices are promoted and implemented
Quality Area 4	Staffing arrangements	
Standard 4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
Element 4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.

## PRINCIPLES

- We take every reasonable precaution to protect children from harm through supervision and safe environments. Services are well equipped to administer first aid in the event of injury or illness, ensuring at least one educator with current first aid qualifications is in attendance at all times that education and care is provided to children.
- We ensure services maintain fully stocked suitably equipped first aid kits (including an EpiPen and asthma inhaler), with no expired products, and that kits are checked regularly by an educator with current first aid qualifications.
- During evacuations and excursions a fully stocked first aid kit and an educator with current first aid qualifications will be available in all spaces care is being provided to children.
- The Responsible Person (Nominated Supervisor and/or Person in Day to Day charge) must hold a current, approved first aid, CPR asthma and anaphylaxis qualification.
- We ensure we meet all legislative requirements and obligations under the Education and Care Services National Law and National Regulations.
- We prioritise good governance and quality management by supporting Service Leaders and staff with policies, procedures, and guidelines which clearly outline their roles and responsibilities, focusing on quality outcomes for children.
- We embrace the learnings from Catholic Social Teachings and support families in kind and respectful ways when resolving understandings and compliance with our policies and procedures.

## KEY TERMS

Term	Meaning	Source
ACECQA	Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including	<a href="#"><u>Guide to the NQF</u></a>

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	the provision of guidance, resources and services to support the sector to improve outcomes for children.	
Approved anaphylaxis management training	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	<a href="#">National Regulations (Regulation 136)</a>
Approved emergency asthma management training	Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	
Approved first aid qualification	A qualification approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website with content such as: Emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.	
Approved Provider	Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.	<a href="#">Childcare provider handbook</a>
Communications plan	A plan that outlines how relevant educators, staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child. It also sets out how families can communicate any changes to the medical management plan and risk minimisation plan for the child.	<a href="#">National Regulations (Regulation 90)</a>
Emergency	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.	<a href="#">Guide to the NQF</a>
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. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website.	<a href="#">Safe Work Australia</a>
Health information	Health information about each child must be kept in their enrolment record. This includes: <ul style="list-style-type: none"> <li>▪ the contact details of their registered medical practitioner</li> <li>▪ their Medicare number (if available)</li> <li>▪ their specific healthcare needs and allergies (including anaphylaxis)</li> <li>▪ any medical management plan, anaphylaxis medical management plan or risk minimization plan to be followed</li> <li>▪ any dietary restrictions</li> <li>▪ their immunisation status</li> <li>▪ whether a child health record has been sighted.</li> </ul>	<a href="#">National Regulations (Regulation 162)</a>
Medical management plan	Individual medical management plans can be provided by a child's family and may be required by the service before the child is enrolled. It is best practice for the family to consult with the child's medical practitioner in the development of the plan and for the practitioner's advice to be documented.	<a href="#">Guide to the NQF</a>
Medication	Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic	

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	Goods, available on the Therapeutic Goods Administration website.	
Medication Record	<p>A record to be kept for each child to whom medication is to be administered by the service. Details to be recorded:</p> <ul style="list-style-type: none"> <li>▪ the child's name</li> <li>▪ the authorisation to administer medication</li> <li>▪ the name of the medication</li> <li>▪ the date and time the medication was last administered</li> <li>▪ when the medication should be next administered</li> <li>▪ the dosage to be administered</li> <li>▪ the manner in which it is to be administered details once it is administered.</li> </ul>	<a href="#">National Regulations (Regulation 92)</a>
Nominated Supervisor	A person who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination	
Responsible Person	<p>An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be:</p> <ul style="list-style-type: none"> <li>▪ the approved provider or a person with management or control of the service;</li> <li>▪ a nominated supervisor of the service; or</li> <li>▪ a person placed in day-to-day charge of the service in accordance with the National Regulations</li> </ul>	<a href="#">Guide to the NQF</a>
Risk minimisation plan	<p>A plan developed with a child's family to ensure that:</p> <ul style="list-style-type: none"> <li>▪ the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised</li> <li>▪ practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented (if relevant)</li> <li>▪ practices and procedures to ensure that the family is notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented (if relevant)</li> <li>▪ practices and procedures ensuring that all educators, staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented</li> <li>▪ practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented (if relevant).</li> </ul>	<a href="#">National Regulations (Regulation 90)</a>
Serious incident	<p>For the purposes of the definition of serious incident in section 5(1) of the Law, each of the following is prescribed as a serious incident:</p> <ol style="list-style-type: none"> <li>a) the death of a child – <ol style="list-style-type: none"> <li>i. while that child is being educated and cared for by an education and care service; or</li> <li>ii. following an incident occurring while that child was being educated and cared for by an education and care service;</li> </ol> </li> <li>b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service – <ol style="list-style-type: none"> <li>i. which a reasonable person would consider required urgent</li> </ol> </li> </ol>	<a href="#">National Regulations (Regulation 12)</a>

	<p>ii. medical attention from a registered medical practitioner; or</p> <p>ii. for which the child attended, or ought reasonably to have attended, a hospital; Example: A broken limb.</p> <p>c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital; Example: Severe asthma attack, seizure or anaphylaxis reaction.</p> <p>d) any emergency for which emergency services attended;</p> <p>e) any circumstance where a child being educated and cared for by an education and care service—</p> <p>i. appears to be missing or cannot be accounted for; or</p> <p>ii. appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or</p> <p>iii. is mistakenly locked in or locked out of the education and care service premises or any part of the premises.</p>	
Staff Member	Any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service	
Suitably equipped first aid kit	Should be fully stocked, with no expired products, and should be checked regularly to ensure this. For example, 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 may seek guidance from a reputable organisation such as St John Ambulance on first aid kit contents.	<a href="#">Guide to the NQF</a>

## LINKS TO OTHER POLICIES / DOCUMENTS

- CEEC CH PRO Administration of First Aid to Children Procedure
- [CEEC HS POL Incident, Injury, Trauma and Illness Policy](#)
- [CEEC HS PRO Incident, Injury, Trauma and Illness Procedure](#)
- [Archdiocesan WHS Incident Management and Investigation Standard.](#)
- [Archdiocesan First Aid Standard](#)
- [CEEC CH POL Dealing with Medical Conditions in Children Policy](#)
- CEEC CH PRO Dealing with Medical Conditions in Children Procedure
- [CEEC HS FORM Child Incident Form](#)
- [CEEC HS FORM Child Incident Register](#)
- [CEEC Position Statement First Aid](#)
- [CEEC CH FORM First Aid Kit Checklist](#)

## INDUCTION AND ONGOING TRAINING

This policy will be available on the Archdiocesan Intranet (AI) and the Catholic Early EdCare website. Service Leaders and Managers are responsible for ensuring staff are able to access policies and supporting documents. All staff are responsible for understanding and complying with this policy. Educators and families are able to access this policy on the Catholic Early EdCare website.

- Educators and families will be invited to participate in the review of this policy.
- Families will be able to access a copy of this policy during the enrolment process.
- Summary information will be included in the CEEC information handbooks
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for educators will be provided using a range of learning platforms.

Please contact the Policy Sponsor for further interpretation of this policy.

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# MONITORING, EVALUATION AND REVIEW

Monitoring of compliance with this policy and the related procedure will be completed by the Governance and Performance team.

The review process for this policy will begin eight (8) weeks prior to the stated review date and include a consultation period with families, educators, Catholic Early EdCare team and any other relevant stakeholders and will be facilitated by the Research and Policy Officer.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to Catholic Early EdCare team, Service Leaders, educators and families once finalised.

Breaches of this policy will be dealt with under Centacare’s misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

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