

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<p><b>ADMINISTRATION of FIRST AID POLICY</b></p> <p>This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures.</p> <p>We welcome feedback and input from all stakeholders at any time, and this policy is subject to review based on feedback or due date of annual review.</p>
<b>NATIONAL QUALITY STANDARD</b>	<p><b>Quality Area 2: Children’s Health and Safety</b></p> <p><b>2.1 Health</b></p> <p>2.1.1- Wellbeing and comfort</p> <p>2.1.2- Health practices and procedures</p> <p><b>2.2 Safety</b></p> <p>2.2.1 – Supervision</p> <p>2.2.2 – Incident and emergency management</p>
<b>NATIONAL LAW AND REGULATIONS</b>	<p>85- Incident, injury, trauma and illness policies and procedures</p> <p>86- Notification to parents of incident, injury, trauma, and illness</p> <p>87- Incident, injury, trauma, and illness record</p> <p>88- Infectious diseases</p> <p>89- First aid kits</p> <p>90- Medical conditions policy</p> <p>91- Medical conditions policy provided to parents</p> <p>92-Medication record</p> <p>93- Administration of medication</p> <p>94- Exception to authorisation requirement – anaphylaxis or asthma emergency</p> <p>101- Conduct of risk assessment for excursion.</p> <p>102C- Conduct of risk assessment for transporting of children by the education and care service.</p> <p>123 Educator to child ratios—centre-based services</p> <p>136- First Aid Qualifications</p> <p>137- Approval of qualifications</p> <p>161- Authorisations to be kept in enrolment record</p> <p>162- Health information to be kept in enrolment record</p> <p>168-Education and care service must have policies and procedure</p> <p>170-Policies and procedures to be followed</p> <p>171-Policies and procedures to be kept available</p> <p>172- Notification of change to policies or procedures</p> <p>176- Time to notify certain information to Regulatory Authority.</p> <p>183- Storage of records and other documents</p> <p>Section 167- Offence relating to protection of children from harm and hazards.</p>
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>▪ Administration of medication record long and short term</li> <li>▪ Change of details record</li> <li>▪ Dealing with infectious disease policy</li> <li>▪ Dealing with medical conditions policy</li> <li>▪ Enrolment record</li> <li>▪ First aid audit record</li> <li>▪ Injury, incident trauma and illness record</li> <li>▪ Medication administration procedure</li> <li>▪ Medical risk minimisation &amp; communication record</li> <li>▪ Staff schedule record</li> </ul>
<b>SCOPE OF POLICY</b>	<p>This policy and procedure apply to all children, educators, staff, families, management, students, volunteers, and visitors at our service. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p>
<b>AIM OF POLICY</b>	<p>To ensure that our service has strong guidelines, procedures, and practices in place regarding administration of medication for all children, staff, management, families and visitors who attend our service, in order to support their safety, wellbeing, and protection. Our aim is to provide a policy, implement the policy, support practices of the policy, train regarding the policy and maintain and update the compliance of the policy for all of our stakeholders.</p>

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Through the implementation of our policies and procedures, we aim to meet National Law & National Regulations, National Quality Standards, Child Safe Standards and National Principles. We will promote cultural safety for Aboriginal and Torres Strait Islander children, safety for children with disability, and inclusion for children from culturally and linguistically diverse backgrounds

**SERVICE IMPLEMENTATION**

The Education and Care Services National Regulations require policies and procedures to be in place, in particular, managing the administration of first aid in the service.

Our service is committed to this policy and adhering to the correct practices and procedures to support the administration of first aid.

The health, safety and wellbeing of children will be our first priority and adhering to the safety measures that we have in place for the administration of first aid will form the criteria to meet these guidelines. We will advise families of the implementation of this policy and welcome any feedback or input. Through administration of first aid, we will ensure families are made aware of risks and therefore make informed decisions.

Our educators and staff play an important role in all aspects of the service, and we value their input. We endeavour to support our staff with training to allow them to act in accordance with administration of first aid.

First aid can be defined as the emergency treatment of illness or injury in order to maintain life, to ease pain and to prevent deterioration of the patient’s condition until professional medical assistance is obtained.

First aid follows the three Ps.

**Preserve Life** – stop the person from dying- keep others safe.

**Prevent further injury**- stop the person from being injured further – keep the area safe.

**Promote recovery** – try to help the person heal their injuries through administering first aid.

We will comply with Acecqa recognised First Aid Qualifications and require that all educators be proficient in First Aid, CPR, Asthma and Anaphylaxis at all times.

**An approved first aid qualification** means a qualification that can assist with the following:

- Emergency life support and cardio-pulmonary resuscitation
- Convulsions.
- Poisoning.
- Respiratory difficulties.
- Management of severe bleeding.
- Injury and basic wound care.
- Administration of an auto-immune adrenalin device.

**Safe Work Australia** First Aid in the Workplace code of practice recommends that First Aid qualifications be renewed every 3 years.

Safe work Australia First aid in the workplace code of practice and the Australian Resuscitation council recommends that CPR qualifications be renewed annually. Our employees must adhere to these recommendations.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

**The Approved Provider**

- Will ensure at least one educator or team member holds current approved first aid qualifications and has current approved anaphylaxis management training and current approved emergency asthma management training and is in attendance at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.

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- Will ensure that the nominated supervisor and staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

**The Nominated Supervisor**

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.
- Will Implement and oversee the administration of first aid policy and procedures.
- Will ensure at least one educator or team member holds current approved first aid qualifications and has current approved anaphylaxis management training and current approved emergency asthma management training and is in attendance at all times that children are being educated.
- Will ensure an appropriate number of first aid kits are kept, having regard to the number of children at the service, and they are suitably equipped, easily recognisable and readily accessible to adults that have regard to the design of the service premises.
- Will ensure an appropriate number of suitably equipped first aid kits are taken on excursions.
- Will ensure they monitor and maintain stock in first aid kits by checking on a monthly basis or appointing an educator to be responsible for the task and completing a **First aid audit record**.
- Will ensure they support educators and staff to maintain their current first aid qualifications by maintaining a **staff schedule record** and organise first aid training if required.
- Will ensure that all educators are administering medication and following all policy and procedures relating to safe administration of first aid.

**The Educators**

- Will ensure that they maintain their first aid qualifications so that they hold current approved first aid qualifications and has current approved anaphylaxis management training and current approved emergency asthma management training.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Will ensure they complete and document any related records regarding the implementation of this policy.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review.
- Will adhere to and implement the administration of first aid policy and procedures.
- Will maintain current approved first aid qualifications.
- Will seek further medical attention if required after first aid has been administered.

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	<ul style="list-style-type: none"> <li>Will record and action as soon as possible within 24 hours after the incident, injury, trauma or illness, in the <b>Incident, injury, trauma and illness record</b> (including any first aid administered), and ensure families are appropriately notified at collection of child or if it is deemed to be a head injury or serious as soon as is possible once child has been attended to.</li> <li>Will ensure an appropriate number of suitably equipped first aid kits are taken on excursions.</li> <li>Will monitor and maintain stock in first aid kits and report any discrepancies to the nominated supervisor or first aid officer.</li> </ul>
<b>REGULATION IMPLEMENTATION</b>	The following regulations and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to regulation 12- Meaning of serious incident.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that at least one team member or one nominated supervisor of the service holds a current approved first aid qualification in order to attend to any serious incident that requires first aid.</li> <li>Ensure that at least one team member or one nominated supervisor of the service has undertaken current approved anaphylaxis management training.</li> <li>Ensure that at least one team member or one nominated supervisor of the service has undertaken current approved emergency asthma management training.</li> <li>Ensure that families are notified immediately if a serious incident occurs up to 24 hours and that staff have the correct documentation to complete as in <b>Incident injury Trauma and Illness Record</b>.</li> <li>Ensure a serious incident is logged within 24 hours on the NQAITS portal as per requirement.</li> </ul> <p><b>Nominated Supervisor / Educators will.</b></p> <ul style="list-style-type: none"> <li>In the event of a serious incident educators inform nominated supervisor and a first aid qualified educator will attend to the child immediately.</li> <li>If the illness or incident involves asthma or anaphylaxis, an educator with approved asthma or anaphylaxis training will attend to the child following the child’s medical management plan or administer emergency medication if this event was a first-time occurrence.</li> <li>Nominated supervisor and educators will supervise and care for children in the vicinity of the incident, illness or injury and keep them away from the sight of the incident.</li> <li>If required, first aid qualified educator or nominated supervisor will call for an ambulance.</li> <li>Once child has been attended to nominated supervisor will notify parent or emergency contact, informing them of the incident and what course has been taken.</li> <li>Educator will complete <b>Incident, Injury Trauma, and Illness record</b>.</li> <li>The approved provider will be advised of the serious incident, and they will advise the Regulatory Authority within 24 hours.</li> <li>If any of the children witnessed the event families will be informed in order to be aware of any signs of stress or trauma.</li> <li>In the event that an educator is involved in a serious incident the same process as above for children will be followed.</li> </ul>
<b>In regard to regulation 85- Incident, injury, trauma and illness policies and procedures.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure they provide all staff and nominated supervisor with clear guidelines for procedures to follow in the case of a child becoming ill, injured or suffers a trauma.</li> </ul> <p><b>Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff are aware of the procedures for these events.</li> <li>That as the nominated supervisor they hold a current and up to date with First Aid CPR, Asthma and Anaphylaxis qualification.</li> <li>Ensure roster is organised to ensure an educator with full First Aid qualifications including Anaphylaxis, Asthma and CPR is present in the service from open until close.</li> <li>Ensure they keep and maintain a current <b>staff schedule record</b> of educator qualifications to ensure qualifications are kept current and do not expire.</li> </ul>
<b>In regard to regulation 86- Notification to parents of incident, injury, trauma, illness, and regulation 87-</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that the nominated supervisor is aware of this regulation and have a process in place that ensures that the nominated supervisor or responsible person alerts the approved provider immediately regarding any serious incident that occurs at the service.</li> <li>They will advise parents within 24 hours of the incident.</li> </ul>

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<b>Incident, injury, trauma, and illness record.</b>	<ul style="list-style-type: none"> <li>Ensure they provide all staff and educators with an appropriate <b>Incident, injury trauma and illness record</b>.</li> <li>The record is stored confidentially, and the record is kept until the child reaches the age of 25.</li> <li>Educators fill in records with accurate detail.</li> <li>Families are notified of the record at the end of each day or if more serious as soon as is practicable.</li> </ul> <p><b>The record must include the following:</b></p> <ul style="list-style-type: none"> <li>Name and age of the child.</li> <li>Time and date of the event.</li> <li>Circumstances leading to the event.</li> <li>Details of follow up actions.</li> <li>Any medication administered (depending on the event).</li> <li>Any first aid administered.</li> <li>Any witnesses to the event.</li> <li>Name of person contacted.</li> <li>Record of time and date of notifications or attempted notifications.</li> <li>Name and signature of person completing the record.</li> </ul> <p><b>Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>Ensure families are made aware of any incident, injury, trauma, or illness that has occurred at the service as soon as possible but no longer than 24 hours.</li> <li>Always contact a family if a child sustains any injury to the head or above the neck.</li> <li>Ensure that staff have completed an <b>incident injury trauma and illness record</b> and it is filled in accurately.</li> <li>Collect parents' signature, store, and archive accordingly.</li> </ul>
<b>In regard to regulation 88 – Infectious Disease.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that if there is an outbreak of an infectious disease in the service that there are processes in place to ensure the reasonable steps are taken to ensure the prevention of further outbreak.</li> <li>Families will be informed immediately via email or online software or signage relating to the infectious disease from <i>NHMRC 6<sup>th</sup> Edition Staying Healthy</i>.</li> <li>Nominated supervisor will follow the process of informing families regarding the outbreak.</li> <li>In the event of a significant number of cases will inform the public health unit, as per guidance of <i>NHMRC 6<sup>th</sup> Edition Staying Healthy</i>.</li> <li>Nominated supervisor will implement extra cleaning processes within the service.</li> <li>Nominated supervisor will complete an <b>illness and infectious disease record</b>.</li> </ul>
<b>In regard to regulation 89- First aid kits.</b>	<p><b>Approved Provider will</b></p> <p>Ensure that processes are in place for the following:</p> <p>First Aid Kits will:</p> <ul style="list-style-type: none"> <li>Be available and be plentiful in number for the whole service and be easily accessible.</li> <li>Be in permanent positions and signed accordingly with a distinctive first aid sign.</li> <li>Be checked on a monthly basis and replenished accordingly.</li> <li>Be portable for excursions.</li> <li>Be available on all transport for children e.g., Bus.</li> <li>Be taken on excursions with a designated First Aid Qualified educator.</li> <li>Must not contain any medication not on first aid checklist or any extra additions not on checklist.</li> </ul>
<b>In regard to regulation 90 and 91- medical conditions policy.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that there is a policy to support and guide all staff on the management of medical conditions. The policy will have clear guidelines as to the following:</li> <li>Any child enrolled who has a specific health need such as Anaphylaxis / Diabetes/ Asthma or other condition with specific requirements can only attend when there is a <b>medical risk minimisation and communication record</b> in place.</li> </ul> <p><b>Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>Ensure a plan will be developed in conjunction with the parent/guardians and nominated supervisor.</li> <li>The plan will include a communication record for all staff and parents.</li> </ul>

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- The nominated supervisor will ensure that all staff are made aware of the plan for the child and that there is notification in the child’s room and staff room if applicable.
- Permission to display medical condition is sought from the parent / guardian on the **medical risk minimisation and communication record**.
- When parent and child present with a specific medical condition the nominated supervisor will provide parent with a copy of all policies relating to medical conditions to ensure that parents are well informed.
- Nominated supervisor must display a notice in the service stating that there is a child at risk of Anaphylaxis if the medical condition presents as Anaphylaxis. The notice must include the food that may cause Anaphylaxis and inform the staff and the chef if food is supplied prior to child’s attendance.
- Ensure that the process for determining how to deal with the medical condition is in place and is followed and overseen by the nominated supervisor, chef and staff in the child’s room: for example – separate meal for the child on allergy designed plate/ chart attached to trolley designating who has an allergy/ name placed on meals to avoid confusion/ allergy tables if more than one child presents with anaphylaxis.
- Room meeting will be conducted on a regular basis and information regarding medical conditions will be discussed and documented to advise if there are changes or updates or to gain feedback or information regarding child/rens health.
- Any new staff will be advised of medical conditions within their induction.
- Nominated Supervisor in conjunction with lead educator will review the medical plan and communication record on a regular basis.
- Nominated supervisor will send out **change of details record** throughout the year and at the beginning of a new year to all families to ensure that opportunities to capture change to medical conditions are captured.
- Staff meetings will include updates and new medical conditions regarding children in the service.

**In regard to regulation 92 medication record and 93 administrations of Medication.**

**Approved Provider will**

- Ensure parent/ guardians have completed **medical administration record long term or short term** prior to administering any medication to children and that any medication is in its original container and has a chemist label attached with information pertaining to the correct child and is current and has not expired.
- Nominated supervisor will complete in conjunction with parent/guardian prior to enrolment a **medical risk minimisation and communication record**. if an ongoing medical condition exists.
- Ensure that educators only administer medication if they are first aid qualified and have a witness present, confirm the details of the medication, check for expiry date, check child’s name, and complete the **medical administration record long term or short term** once administered.
- Ensure parent /guardians have completed the permission section of the **enrolment record** to request an ambulance in the event of an emergency and to allow a child of school age to self-administer (if applicable)
- In the event of an emergency administration of medication -call an ambulance if required.
- Call parents/ guardians immediately after child has been attended to.
- Complete an **Incident, injury, trauma, and illness record**.
- Notify regulatory authority on the NQAITS portal within 24 hours.

**Medical administration record** must include the following, and No medication will be administered unless the record is complete and meets all policy outlines.

- The name of the child.
- Ensure that the medication has been administered by a medical practioner and is in its original container, with its original label / is prescribed for that particular child/ has not expired and must be administered with any instructions attached to the medication or provided by a registered medical practitioner.
- Authorisation to administer medication (if applicable, self-administration), signed by a parent or person named in the child’s enrolment record as authorised to consent to administration of medication.

If the medication is administered to the child:

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	<ul style="list-style-type: none"> <li>▪ The dosage that was administered.</li> <li>▪ The manner in which the medication was administered.</li> <li>▪ The time and date the medication was administered.</li> <li>▪ The name and signature of the person who administered the medication.</li> <li>▪ The name and signature of the person who checked the dosage and administration.</li> </ul> <p><b>Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that all staff are made aware of the policy and process and will monitor and check records and medication regularly.</li> <li>▪ In the event of a medical emergency will seek verbal authorisation to administer medication to a child.</li> </ul>
<p><b>In regard to regulation 94 - Exception to authorisation requirement – anaphylaxis or asthma emergency.</b></p>	<p><b>Approved Provider and Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>▪ Ensure parent/guardians have completed the emergency administration section of the enrolment record so that in the event of a serious emergency involving anaphylaxis or asthma that medication may be administered.</li> <li>▪ Ensure enrolment record has been checked by approved provider and or nominated supervisor prior to commencement of child/ren.</li> <li>▪ Ensure that staff administer emergency medication such as EpiPen or asthma puffer by a qualified first aid educator/ responsible person with a witness in place.</li> <li>▪ Ensure service has its own EpiPen and Asthma puffer available for emergency administration in the event of Asthma or Anaphylaxis event.</li> <li>▪ Have checks in place to ensure that EpiPen and or Asthma puffer is not expired.</li> <li>▪ Call an Ambulance if required.</li> <li>▪ Call Parents immediately after child has been attended to.</li> <li>▪ Complete an <b>Incident, injury, trauma, and illness record</b>.</li> <li>▪ Notify Regulatory authority on the NQAITS portal within 24 hours.</li> </ul>
<p><b>In regard to regulation 95 – Procedure for administration of medication.</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>▪ Ensure there are appropriate procedures and guidelines regarding medication that are clear and adhered to at all times- <b>Medication administration procedure</b>.</li> <li>▪ Ensure the <b>medication administration procedure</b> outlining how to administer medication to children is available to all employees who can administer or witness medication.</li> </ul> <p><b>Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that educators adhere to the <b>Dealing with medical conditions policy</b> and the practices regarding administering medication.</li> <li>▪ Only a fully qualified first aid educator in the presence of a witness will administer medication.</li> <li>▪ Medication will be checked to ensure that it is for the correct child/ that it is in date, not expired/ that the medication administration record has been completed by the parent prior to administering medication.</li> <li>▪ Ensure if any of the above criteria is not met that educators will inform nominated supervisor who will inform parent.</li> <li>▪ Medication will be recorded on the <b>medication administration record</b> once it has been administered.</li> </ul>
<p><b>In regard to regulation 96- Self administration of Medication.</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>▪ Ensure <b>medical plan and communication record</b> is in place prior to child attending service.</li> <li>▪ Ensure the child will be closely monitored throughout the process by a qualified first aid educator.</li> </ul> <p><b>Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>▪ Ensure the child is over preschool age.</li> <li>▪ Ensure if a child has a medical management plan it is followed accordingly, by a first aid qualified educator or nominated supervisor.</li> <li>▪ Ensure that the medication has been administered by a medical practitioner and is in its original container, with its original label / is prescribed for that particular child/ has not expired and must be administered with any instructions attached to the medication or provided by a registered medical practitioner.</li> <li>▪ Ensure that enrolment forms are completed in detail by all families and any medical issues are discussed and shared with educators.</li> <li>▪ Complete medical management plans in conjunction with families.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ A first aid qualified educator must check the dosage of the medication; the identity of the child receiving the medication and witness its administration.</li> <li>▪ Details of the administration must be recorded in the <b>medication administration record</b>.</li> </ul>
<p><b>In regard to regulation 101 - Conduct of risk assessment for excursion.</b></p>	<p><b>Approved Provider and Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that a <b>risk assessment record</b> is completed prior to any excursion taking place from the service.</li> <li>▪ Ensure the risk <b>assessment record</b> will be completed according to the outlines in this policy – the plan for excursion, documentation completion, items for excursion and implementation of excursion.</li> <li>▪ Ensure all considerations to risk health and safety of the child will be considered when completing the <b>risk assessment record</b> as per risk assessment outlines.</li> <li>▪ Ensure that no child can be taken on an excursion if the parent/guardian has not completed an <b>excursion authorisation record</b>.</li> </ul>
<p><b>In regard to regulation 102C – Conduct of risk assessment for transporting of children by the education and care service</b></p>	<p><b>Approved Provider and Nominated Supervisor will.</b></p> <p>Ensure that before the service transports a child, they have completed a <b>risk assessment record</b> to identify and assess the risks that the bus transportation could potentially have on the children. The risk assessment must include the following:</p> <ul style="list-style-type: none"> <li>▪ The proposed route and duration of the transport.</li> <li>▪ The proposed pick-up location and destination.</li> <li>▪ The means of transport.</li> <li>▪ Legal requirements around seatbelts and safety restraints.</li> <li>▪ Any water hazards.</li> <li>▪ How many adults and children are involved in the transportation.</li> <li>▪ The appropriate number of educators or other responsible adults needed to provide supervision in light of the risks, and whether any adults with special skills are required.</li> <li>▪ Whether any items should be readily available during the transportation, e.g., a mobile and list of emergency contacts.</li> <li>▪ The process for entering and exiting the service and the pick-up location or destination.</li> <li>▪ Procedures for embarking and disembarking the transport, including how each child will be accounted for.</li> </ul> <p>Risk assessments should be completed each time a child is to be transported by bus unless the transportation is defined as regular transportation. This means that the transport is ‘substantially’ the same each time the child is transported (e.g., it follows the same route and has the same destination).</p> <p>If the transportation is regular, then the risk assessment must be reviewed at least annually.</p> <p><b>Written authorisation for bus travel.</b></p> <p>A parent (or another person authorised in the child’s enrolment record) must give written authorisation for the child to be transported.</p> <p>The authorisation is only needed annually if it is for regular transportation.</p> <p>The written authorisation must include the following:</p> <ul style="list-style-type: none"> <li>▪ The child’s name.</li> <li>▪ The reason the child is to be transported If the authorisation is for regular transportation, a description of when the child is to be transported.</li> <li>▪ If the authorisation is not for regular transportation, the date the child is to be transported.</li> <li>▪ A description of the proposed pick-up location and destination.</li> <li>▪ The means of transport.</li> <li>▪ The period of time during which the child is to be transported.</li> <li>▪ The anticipated number of children likely to be transported.</li> <li>▪ The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation.</li> <li>▪ Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.</li> <li>▪ That a risk assessment has been prepared and is available at the education and care service.</li> <li>▪ That written policies and procedures for transporting children are available at the education and care service.</li> </ul>

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	<ul style="list-style-type: none"> <li>Must ensure that a staff member or nominated supervisor of the service, who doesn't drive the bus will be present when the children embark onto the bus at the beginning of the journey. There will be a count of each child as they embark onto the bus by this staff member or nominated supervisor and this will be recorded against the roll.</li> <li>Must ensure that a staff member or nominated supervisor of the service, who doesn't drive the bus will be present when the children disembark the bus at the end of the journey. There will be a count of each child as they disembark the bus by this staff member or nominated supervisor, and this will be recorded against the roll and children will be signed back into the service.</li> <li>Once the children have disembarked from the bus the staff member or nominated supervisor Not the bus driver will thoroughly examine the bus – under seats in seats and luggage areas to ensure the bus is empty and that no children remain on the bus. This will then be dated with time name and signature on the <b>bus audit record by</b> said staff member or nominated supervisor.</li> </ul>
<p><b>In regard to regulation 123- Educator to child ratios—centre-based services</b></p>	<p><b>Approved Provider will</b></p> <p><b>In the event of a medical emergency:</b></p> <p>Ensure minimum educator-to-child ratios are maintained at all times, including during emergencies. When an educator is attending to a medical emergency, the nominated supervisor will:</p> <ul style="list-style-type: none"> <li>Ensure adequate supervision ratios are maintained for remaining children.</li> <li>Call additional staff if ratios cannot be maintained.</li> <li>Combine or reorganise rooms to ensure correct ratios are in place.</li> <li>Document any temporary ratio adjustments and the justification as to why the change.</li> </ul> <p><b>Employee procedure in the event of a medical emergency.</b></p> <ul style="list-style-type: none"> <li>First aid qualified educator attends to injured/ill child.</li> <li>Second educator maintains supervision of other children.</li> <li>Nominated supervisor coordinates overall response and family communication.</li> <li>Additional staff called if minimum ratios cannot be maintained.</li> </ul>
<p><b>In regard to regulation 136- First Aid Qualifications and regulation 137- Approval of qualifications.</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure at least one educator or staff member holds current approved first aid qualifications and is in attendance at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation.</li> </ul> <p><b>Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>Maintain a staff schedule record and roster to ensure compliance at all times.</li> <li>Check that all first aid qualifications meet regulatory requirements according to the Acecqa website.</li> </ul>
<p><b>In regard to regulation 161- Authorisations to be kept in enrolment record and regulation 162- Health information to be kept in enrolment record.</b></p>	<p><b>Approved provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that any records relating to authorisation of medical conditions and information to support the condition be kept in an enrolment record.</li> </ul> <p>Authorisations that must be kept include the following:</p> <ul style="list-style-type: none"> <li>A signed authorisation from a parent to consent to nominated supervisor or approved provider to seek medical treatment form a medical practioner if required.</li> <li>Hospital or ambulance.</li> <li>Transport child by ambulance.</li> </ul> <p>In regard to health information to be kept in enrolment record the following must be included.</p> <ul style="list-style-type: none"> <li>Name and address of child's medical practioner.</li> <li>Child's Medicare number.</li> <li>Specific medical conditions which may include anaphylaxis/ dietary restrictions/ immunisation status.</li> </ul> <p><b>Nominated Supervisor will.</b></p> <ul style="list-style-type: none"> <li>Check status of immunisation regularly and inform families of the process according to government requirements.</li> </ul> <p><b>Victoria—</b></p> <p>(i) an immunisation status certificate within the meaning of section 147 of the Public Health and Wellbeing Act 2008 of Victoria that is issued in relation to the child and that is provided under section 143B of Public Health and Wellbeing Act 2008 of Victoria; or</p> <p>(ii) details of any exemption in relation to the child under section 143C of the Public Health and Wellbeing Act 2008 of Victoria. Wales (Education and Care service National law and Regulation)</p>

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	<p>In order to attend a service in Victoria each child must have:</p> <ul style="list-style-type: none"> <li>▪ A current Immunisation History Statement from the Australian Immunisation Register (AIR)</li> <li>▪ The statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.</li> <li>▪ A child who has a medical exemption due to the following can still attend but only with a signed Medicare Immunisation medical exemption record from a medical practitioner.</li> <li>▪ A child is considered overdue or not immunised after 4 weeks has passed due date.</li> </ul> <p>Some children are subject to a grace period of <b>16 weeks</b> and can be enrolled based on the following criteria.</p> <ul style="list-style-type: none"> <li>▪ Evacuated children- Children evacuated following emergency (such as flood or fire)</li> <li>▪ Children in emergency care- Children in emergency care (for example, emergency foster care) under the Children, Youth and Families Act 2005.</li> <li>▪ Children in the care of an adult who is not their parent- Children in the care of an adult who is not the child's parent due to exceptional circumstances such as illness or incapacity.</li> <li>▪ Aboriginal and/or Torres Strait Islander children- Children identified by their parents as Aboriginal and/or Torres Strait Islander.</li> <li>▪ Other children experiencing vulnerability or disadvantage-Children who hold or whose parents hold a health care card, pension concession card, Veterans Affairs Gold, or White card/Children from a multiple birth of triplets or more/Children who are refugees or asylum seekers.</li> <li>▪ Children known to child protection-Children who are on or who have been on a Child Protection Order/ Children in or who have been in foster care or out-of-home care/Children who have a report made about them under the Children Youth and Families Act 2005/Families that have received support through Family Services including ChildFIRST; Services Connect; a community-based child and family service; or an integrated family service.</li> </ul>
<p><b>In regard to regulation 168- Education and care service must have policies and procedures.</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that obligations under the Education and Care Services National Law and National Regulations are met.</li> <li>▪ Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff, and stakeholders.</li> <li>▪ Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times.</li> <li>▪ Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures.</li> <li>▪ Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection.</li> <li>▪ Will notify families at least 14 days before changing the policy or procedures if the changes will:</li> <li>▪ Affect the fees charged or the way they are collected or</li> <li>▪ Significantly impact the service's education and care of children or</li> <li>▪ Significantly impact the family's ability to utilise the service.</li> <li>▪ Ensure policies and procedures regarding regulatory requirements are in place at the service.</li> <li>▪ Ensure that a suitable nominated supervisor is in place and will monitor practices relating to all policies in the service.</li> <li>▪ Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review.</li> <li>▪ All stakeholders are involved in the review.</li> <li>▪ Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.</li> </ul>
<p><b>In regard to regulation 170- Policies and procedures to be followed.</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>▪ Ensure policies will be available on request for all staff members to have access when required.</li> <li>▪ Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>▪ Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>

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<p><b>In regard to Regulation 171- Policies and procedures to be kept available.</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<p><b>In regard to Regulation 172- Notification of change to policies or procedures</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Policies and procedures will be emailed or put on display for stakeholders to have the ability to provide feedback.</li> <li>Feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>Policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>In the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li> </ul>
<p><b>In regard to regulation 176- Time to notify certain information to Regulatory Authority</b></p>	<p><b>Approved Provider will</b></p> <p>Approved provider will ensure that any serious incident is reported to the relevant authorities within the specified time frame depending on the requirements of the incident.</p> <p><b>In the following events the regulatory authority must be notified within 24 hours:</b></p> <ul style="list-style-type: none"> <li>The death of a child while being educated and cared for or following an incident at the service.</li> <li>Any incident involving a serious injury or trauma to a child such as</li> <li>An incident that required urgent medical attention from a registered medical practitioner or an incident that required the child to attend hospital e.g. broken limb, suspected broken limb, severe cut, severe asthma attack, seizure, or anaphylaxis.</li> <li>Any event if a child is missing or cannot be accounted for or has been locked in or out of the service.</li> <li>Has been removed from service breaching regulation.</li> <li>Any emergency for which emergency services attended- ambulance, fire brigade, police, or state emergency services.</li> </ul>
<p><b>In regard to regulation 183- Storage of records and other documents.</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Have a system to store, retain and dispose of records and archive correctly by utilising the <b>archive record</b>.</li> <li>Ensure that there is a process to update relevant records.</li> <li>Ensure all records relating to children and staff are to be kept confidential and private except when needing to access medical records for children or in the event of a regulatory authority visit and an officer requires access to documentation.</li> <li>Ensure certain records are kept for different periods of time and when archiving the nominated supervisor /staff member must box documents according to the length of storage time required- <b>record keeping and retention of records policy and record keeping and retention of records procedure</b> outlines the length of time to keep.</li> </ul>
<p><b>LAW IMPLEMENTATION</b></p>	<ul style="list-style-type: none"> <li>The following laws and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.</li> </ul>
<p><b>In regard to Section 167- Offence relating to protection of children from harm and hazards.</b></p>	<p><b>Approved Provider and Nominated Supervisor</b></p> <ul style="list-style-type: none"> <li><b>Approved Provider</b> must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. They must have the service must have policies and procedures in place to support the</li> </ul>

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	<p>protection of children from harm and hazards, including health and safety matters. Penalty: \$11 400, in the case of an individual, \$57 400, in any other case.</p> <ul style="list-style-type: none"> <li>▪ <b>Nominated supervisor</b> must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400.</li> </ul> <p>All methods of precaution must be implemented in the form of safety checks and recorded and monitored by approved provider or nominated supervisor. Such as the following:</p> <ul style="list-style-type: none"> <li>▪ Daily safety checks of the environment and equipment and regular checking that the checks are being completed.</li> <li>▪ Regular walk throughs from approved provider or nominated supervisor to check on compliance and staff behaviours.</li> <li>▪ Secure storage of hazardous products including chemicals.</li> <li>▪ Thorough maintenance process and implementation of repairs to equipment.</li> <li>▪ Risk assessments for all areas of the service including for excursions and regular transportation.</li> <li>▪ Purchasing products that meets Australian Standards - for example, cots and playground equipment and softfall.</li> <li>▪ Chemical data sheets and correct training of all staff in chemical usage, safety plugs in electrical outlets and careful placement of electrical equipment.</li> <li>▪ Procedures for releasing children only into the care of authorised persons and ensuring that all staff are aware of the process.</li> <li>▪ The implementation of ongoing safety should be conducted regularly through the review of risk assessments to identify potential hazards and strategies to protect children. The National Law does not require services to eliminate all risk and challenge from children’s play or environments.</li> </ul>
<b>CONTINUOUS IMPROVEMENT</b>	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>▪ Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>▪ Actively seeking feedback from children, families, and staff members.</li> <li>▪ Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.</li> </ul>
<b>IN THE EVENT of a BREACH of POLICY and/or PROCEDURE</b>	<ul style="list-style-type: none"> <li>▪ All employees are required to comply with this policy and all associated procedures.</li> <li>▪ Any alleged breach of a policy or procedure will be documented and further investigated by management.</li> <li>▪ If an employee is deemed to be breaching policy and or procedure, disciplinary action will be taken, if the breach is deemed to be serious this could result in immediate termination.</li> <li>▪ Breaches involving child safety or harm to a child will result in immediate suspension whilst management undergo an investigation. This could also result in immediate termination.</li> <li>▪ All breaches and investigations will be documented and may be reported to the Regulatory Authority and/ or law enforcement.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li>▪ <b>ACECQA</b> – 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 the provision of guidance, resources, and services to support the sector to improve outcomes for children.</li> <li>▪ <b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> </ul>
<b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b>	<ul style="list-style-type: none"> <li>▪ Australian Children’s Education &amp; Care Quality Authority. ACECQA</li> <li>▪ Code of Ethics</li> <li>▪ Department of Education <a href="https://www.education.gov.au/child-care-subsidy-1">https://www.education.gov.au/child-care-subsidy-1</a></li> <li>▪ Department of Human Services <a href="https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy">https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy</a></li> <li>▪ Education and Care Services National Law Act 2010.</li> <li>▪ Education and Care Services National Regulations.</li> <li>▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.</li> <li>▪ Guide to the National Quality Framework.</li> </ul>

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- National Quality Standard.
- NSW Government Health
- Public health Act 2020 NSW
- Safe Work Australia
- United Nations Convention on the Rights of the Child
- VIC Government Health

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