

ADMINISTRATION OF FIRST AID POLICY



PURPOSE

This policy will provide guidelines for the administration of first aid at Melbourne Montessori School and the Cycle 1 Grange Road Campus.

Melbourne Montessori School is committed to:

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

SCOPE

This policy applies to the Principal, Business Manager, Nominated Supervisor, Responsible Persons on Duty, educators, all staff, students on placement, volunteers, parents/guardians, students, and others attending the programs and activities of Melbourne Montessori School, including during offsite excursions and activities.

BACKGROUND

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is particularly important in the context of a school where staff have a duty of care and obligation to assist students who are injured, become ill or require support with administration of medication.

1. Business Manager
2. Teachers
3. Health and Safety Officer
4. Parents/Guardians

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- *Children Youth and Families Act 2005 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)* (Part 2: Principles for Children)
- *Health Records Act 2001 (Vic)*
- *Ministerial Order 870 – Child Safe Standards*
- *Education and Care Services National Law Act 2010*: Sections 167, 169
- *Education and Care Services National Regulations 2011*: Regulations 87, 89, 136, 137(1)(e), 168(2)(a), 245
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*
 - Standard 2.3: Each child is protected
 - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *Occupational Health and Safety Act 2004 (Vic)*
- *Occupational Health and Safety Regulations 2017 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*

DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Principal, Business Manager, Approved Provider, Nominated Supervisor, Regulatory Authority refer to the Policy of Policies.

Approved First Aid Qualification: First Aid Officers must have completed a recognised first aid training course that meets the requirements of Provide First Aid — HLTAID003 and Cardiopulmonary Resuscitation (CPR) — HLTAID001. Basic First Aid training (HLTAID003) must be completed every three years, while a refresher course in CPR (HLTAID001) must be completed annually.

A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: www.acecqa.gov.au

Duty of Care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

First Aid: The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening and promote recovery.

First Aid Kit: The Compliance Code *First aid in the workplace*, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit.

Incident Record: Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the School. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. *Attachment 1*. Details required include the:

- name (and age of a Cycle 1 child)
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the School including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the School notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details need to be kept for the period of time specified in Regulation 183.

Medication Record: Contains details for each student to whom medication is to be administered by the School. This includes the student's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92).

Resuscitation Flowchart: Outlines the seven steps involved in resuscitation: danger, response, send for help, airways, breathing, compression and defibrillation.

Serious Incident: An incident resulting in the death of a student, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. Following notification to 000 (if required), the principal or delegate must undertake an initial severity rating of the incident to determine the applicable reporting requirements. Extreme (Red), High (Orange), Medium (Yellow) severity incidents must be reported to the Incident Support and Operations Centre (ISOC) on 1800 126 126. Incidents rated as Low (Blue) do not need to be reported to ISOC.

A serious incident includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the School in contravention of the regulations or is mistakenly locked in/out of the School premises (Regulation 12). A serious incident should be documented in an Incident Record as soon as possible and within 24 hours of the incident. The Regulatory Authority (DEECD) must be notified within 24 hours of a serious incident occurring at the School. Records are required to be retained for the periods specified in Regulation 183.

PROCEDURES

The six steps of responding to a school incident

1. Identify and respond immediately
2. Request additional help if necessary
3. Ongoing support and recovery following all policies correctly
4. Decide if further investigation and/or reporting is necessary (potentially to DHHS or Mandatory

5. Reporting)
6. Review and close
7. Analyse and learn

RESPONSIBILITIES

1. THE BUSINESS MANAGER and Nominated Supervisor (for Grange Road Campus only) is responsible for:

- 1.1 ensuring that every reasonable precaution is taken to protect students at the School from harm and hazards that are likely to cause injury;
- 1.2 assessing the first aid requirements for the School;
- 1.3 ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that students are being educated and cared for by the School;
- 1.4 appointing an educator to be the Health and Safety Officer. This is a legislative requirement where there are 10 or more employees but is also considered best practice where there are fewer than 10 employees;
- 1.5 advising families that a list of first aid and other health products used by the School is available for their information, and that first aid kits can be inspected on request;
- 1.6 providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards;
- 1.7 ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety, wellbeing and specifying how these risks will be managed and minimised;
- 1.8 providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities;
- 1.9 ensuring that first aid training details are recorded on each staff member's record;
- 1.10 ensuring safety signs showing the location of first aid kits are clearly displayed;
- 1.11 ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements;
- 1.12 ensuring that parents are notified immediately if their child is involved in an incident, injury, trauma or illness at the School and recording details on the *Incident Record*;
- 1.13 ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid; ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the School;
- 1.14 keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes; and
- 1.15 ensuring that all educators' approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of Worksafe Victoria and/or ACECQA.

2. TEACHERS are responsible for:

- 2.1 Ensuring that every reasonable precaution is taken to protect students at the School from harm and hazards that are likely to cause injury;
- 2.2 Ensuring that the prescribed educator-to-child ratios are met at all times;
- 2.3 Ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised and giving the Business Manager and Nominated Supervisor (for Grange Road Campus) the appropriate excursion forms;
- 2.4 Ensuring a portable first aid kit and all student's medication is taken on all excursions and other offsite activities;
- 2.5 Implementing appropriate first aid procedures when necessary;
- 2.6 maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required; practicing CPR and administration of an auto-injection device at least annually;
- 2.7 ensuring that all children are adequately supervised (refer to the *Supervision of Children Policy*) while providing first aid and comfort for a child involved in an incident or suffering trauma; and
- 2.8 ensuring that the details of any incident requiring the administration of first aid are recorded on the *Incident Record*.

- 2.9 A copy of the Incident Record is to be sighted by the Nominated Supervisor and maintained in the student's folder for those at Cycle 1 Grange Road Campus.
- 2.10 Any Medication brought in for students at Cycle 1 Grange Road Campus is to be stored in accordance with the Administration of Medication Policy.

3. THE HEALTH AND SAFETY OFFICER is responsible for:

- 3.1 monitoring the contents of all first aid kits and arranging with the Approved Provider for replacement of stock, including when the use-by date has been reached;
- 3.2 ensuring a portable first aid kit is taken on all excursions and other offsite activities;
- 3.3 keeping up to date with any changes in the procedures for the administration of first aid; and
- 3.4 disposing of out-of-date materials appropriately.

4. EVALUATION

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

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- ensure that all information on display and supplied to parents/guardians regarding the management of medical conditions is current
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

5. PARENTS/GUARDIANS are responsible for:

- 5.1 providing the required information for the School's medication record;
- 5.2 providing written consent (via the enrolment record) for School staff to administer first aid and call an ambulance, if required; and
- 5.3 being contactable, either directly or through emergency contacts listed on the student's enrolment record, in the event of an incident requiring the administration of first aid.

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

Sources

- <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>
- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au

REVIEWED 2016, 2017, 2021

Approved by the Board June 11th 2021

Next Review: 2023

LINKED WITH:

- Anaphylaxis Management Policy
- Asthma Management Policy
- Emergency and Evacuation Policy
- Enrolment Policy
- Excursion and Camp Policy
- Health and Wellbeing Policy
- Safe Administration of Medication Policy
- Delivery and Collection of Children Policy

ATTACHMENT 1

Incident, injury, trauma and illness record

(Circle relevant type of record)

Student details

Surname: Given names:

Date of birth: / / Age:

Room/group:

Incident/injury/trauma/illness details

Incident/injury/trauma

Circumstances leading to the incident/injury/trauma:

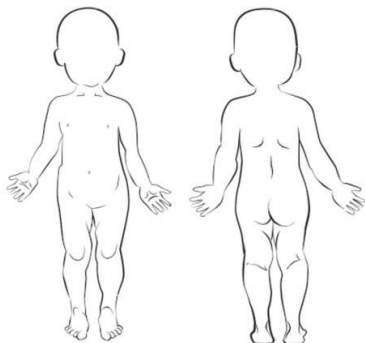
Products or structures involved:

Location: Time: am/pm Date: / /

Name of witness:

Signature: Date: / /

Nature of injury sustained:



- Abrasion, scrape
- Bite
- Broken bone / fracture
- Bruise
- Burn
- Concussion
- Cut
- Rash
- Sprain
- Swelling
- Other (please specify)

Illness

Circumstances surrounding child becoming ill, including apparent symptoms:

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Time of illness: am/pm Date of illness: / /

Action Taken

Details of action taken, including first aid administration of medication:

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Medical personnel contacted: Yes / No

If yes, provide details:

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Details of person completing this record

Name: Signature:

Time record was made: am/pm Date record was made / /

Notifications (including attempted notifications)

Parent/guardian: Time: am/pm Date: / /

Director/teacher/coordinator: Time: am/pm Date: / /

Regulatory authority (if applicable): Time: am/pm Date: / /

Parental acknowledgement:

I

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(name of parent/guardian)

have been notified of my child's incident/injury/trauma/illness.

(Please circle)

Signature:

Date: / /

Additional notes / follow up:

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