

	OH&S Policy & Procedures
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Authorisation	General Manager
Expiry Date	Policy to be reviewed Annually
Responsible Officer	Manager Evolve Early Learning & Kindergarten
Policy Owner	Evolve Early Learning & Kindergarten

Policy

Evolve Early Learning & Kindergarten is committed to:

- Ensuring a safe and healthy working and learning environment for staff, children, families, students and visitors to the Centre.
- To ensure a safe and healthy workplace is for management and staff to work together to identify and solve work health and safety problems.

Purpose

Evolve Early Learning & Kindergarten is committed to:

- To ensure a safe and healthy environment for all children, staff, families, students and visitors.
- To identify the responsibilities of the Director and of staff in maintaining a safe environment.
- To comply with the Occupational Health and Safety Act 2004 (OHS Act).

Scope

This policy applies to Evolve Early Learning & Kindergarten who is responsible for the direct education and care of children including offsite excursions and activities.

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, Primary Nominee, Nominees, Educators, Staff, Students on placement, Volunteers, Parents/guardians, Children and others attending Evolve Early Learning & Kindergarten's program and activities.

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

2.1.1 Wellbeing and comfort - Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation

2.1.2 Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented

2.2 Safety - Each child is protected

2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

2.2.2 Incident and emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

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 an early childhood service where staff have a Duty of Care and obligation to assist children who are injured, become ill or require support with administration of medication.
- Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.
- The *Education and Care Services National Regulations 2011* state that an Approved Provider must ensure that at least one educator with current Approved First Aid qualifications, Anaphylaxis Management and Asthma Management is in attendance and immediately available at all times that children are being educated and cared for by the service.
- Under the *Education and Care Services National Law Act 2010*, the Australian Children's Education & Care Quality Authority (ACECQA) are required to publish lists of Approved First Aid qualifications.
- It is also a requirement that employers have appropriate First Aid arrangements in place, including First Aid training and First Aid Kits in order to meet their obligations under the *Occupational Health and Safety Act 2004*. WorkSafe Victoria has developed a *First Aid in the Workplace - Compliance Code* that provides guidance on how these obligations can be met.

Education and Care National Regulations:

- Meaning of serious incident (National Regulations 12)
- Incident, injury, trauma and illness policies and procedures (National Regulations 85)
- Notification to parents of incident, injury, trauma and illness (National Regulations 86)
- Incident, injury, trauma and illness record (National Regulations 87)
- Infectious diseases (National Regulations 88)
- First Aid Kits (National Regulations 89)
- Emergency and evacuation procedures (National Regulations 97)
- Authorisations to be kept in enrolment record (National Regulations 161)
- Health information to be kept in enrolment record (National Regulations 162)
- Education and care service must have policies and procedures (National Regulations 168)
- Prescribed information to be notified to Regulatory Authority (National Regulations 174)
- Time to notify certain information to Regulatory Authorisation (National Regulations 176)

Responsibility/Accountability

The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Centre manager and the staff:

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (*Education and Care Services National Law Act 2010, Section 167*)
- Assessing the First Aid requirements for the service. A risk assessment can assist with this process. Refer to Attachment 1 - Evolve Early Education & Kindergarten's Risk Assessment
- Having at least one educator in services under the National Regulations has current Approved First Aid qualifications, Anaphylaxis Management training and Emergency Asthma management training (refer to *Definitions*) and is in attendance and immediately available at all times that children are being educated and cared for by the service (National Regulations 136)
- Advising families that a list of First Aid and other health products used by the service is available for their information, and that First Aid Kits can be inspected on request
- Providing and maintaining an appropriate number of up-to-date, fully equipped First Aid Kits that meet Australian Standards (refer to *Definitions*). The appropriate number of kits will depend on the number of children in the service, the number of rooms and their proximity to each other, and distances from outdoor spaces to the nearest kit
- Conducting a risk assessment prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (National Regulations 100 and 101)
- Providing and maintaining a portable First Aid Kit that can be taken offsite for excursions and other activities
- Ensuring that First Aid training details recorded on each staff member's record are current and up to date
- Ensuring safety signs showing the location of First Aid Kits are clearly displayed
- 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
- Ensuring that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*)
- Ensuring that staff are offered support and debriefing following a Serious Incident requiring the administration of First Aid (refer to *Incident, Injury, Trauma and Illness Policy*)
- Ensuring a Resuscitation Flowchart (refer to *Definitions*) is displayed in a prominent position in the indoor and outdoor environments of the service
- Ensuring where there any changes in procedures for administration of First Aid, all educators are informed of these changes.

The Nominated Supervisor/Primary Nominee is responsible for:

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (National Regulations 167)
- Ensuring that all educators' Approved First Aid qualifications, Anaphylaxis Management training and Emergency Asthma Management training are current,

meet the requirements of the National Regulations 137 and are approved by ACECQA (refer to *Sources*)

- 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 (National Regulations 100 and 101)
- Ensuring a portable First Aid Kit is available for all excursions and other offsite activities (refer to *Excursions and Service Events Policy*).

The nominated First Aid officer is responsible for:

- Maintaining a current Approved First Aid qualification (refer to *Definitions*)
- 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
- Disposing of out-of-date materials appropriately
- Ensuring a portable First Aid Kit is taken on all excursions and other offsite activities (refer to *Excursions and Service Events Policy*)
- Keeping up to date with any changes in the procedures for the administration of First Aid.

Certified Supervisors, Nominees and other educators are responsible for:

- Implementing appropriate First Aid procedures when necessary
- Ensuring staff have 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 (in accordance with other service policies)
- 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
- Ensuring that the details of any incident requiring the administration of First Aid are recorded on the *Incident, Injury, Trauma and Illness Record* (refer to *Definitions*)
- Conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised (National Regulations 100 and 101).

Parents/guardians are responsible for:

- Providing the required information for the service's Medication Record (refer to *Definitions*)
- Providing written consent (via the enrolment form) for service staff to administer First Aid and call an ambulance, if required
- Being contactable, either directly or through emergency contacts listed on the child's enrolment form, in the event of an incident requiring the administration of First Aid.
- Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Word/Term	Definition
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.
Hazard	An element with the potential to cause death, injury, illness or disease
Hazard Identification	A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause
Hazard management	A structured process of hazard identification, risk assessment and control, aimed at providing safe and healthy conditions for employees, contractors and visitors while on the premises
Harm	Includes death, or injury, illness (physical or psychological) disease that may be suffered by a person as a consequence of exposure to a hazard.
Material safety data sheet	Provides employees and emergency personnel with safety procedures for working with toxic or dangerous materials. The data sheet includes all relevant information about the material such as physical properties (eg. Melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (eg. Personal protective equipment, safe storage/disposal and management of spills)
Risk	The chance (likelihood) that a hazard will cause harm to individuals
Risk assessment	A process for developing knowledge/understanding about hazards and risks so that sound decisions can be made about the control of hazards. Risk assessments assist in determining: <ul style="list-style-type: none"> • What levels of harm can occur • How harm can occur • The likelihood that harm will occur
Risk Control	A measure, work process or system that eliminates an OHS hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable

OH&S PROCEDURE

Purpose

This procedure provides a process for:

- Providing a safe and healthy environment for all children, educators, staff and others attending the service
- Providing a clear set of guidelines in relation to the administration of First Aid at the service

- Ensuring that the service has the capacity to deliver current Approved First Aid, as required.

Procedure

In terms of First Aid Training

- All staff and educators are required to undertake Approved First Aid training as part of their conditions of employment or registration to ensure full and proper care of all is maintained.
- Staff and educators will undergo First Aid training as part of their condition of employment or registration. Staff and educators are responsible will renew their certificates as required.

In terms of First Aid Kits

- A fully stocked and updated First Aid Kit will be kept in the identifiable, designated locked and secured place in the service. Staff/educators are to ensure that the First Aid Kit is updated and easily accessible to all adults and kept inaccessible to the children.
- A separate First Aid Kit for travelling will also be maintained and taken on excursions.
- It is the responsibility of the staff/educator in charge to ensure that First Aid Kits are regularly maintained e.g. fully stocked and items kept within expiry date.
- It is also an expectation of other staff to inform the staff/educator in charge of any low stock in the First Aid Kit.

In terms of Administering First Aid

- Staff and educators with a First Aid qualification will recognise an emergency and can give First Aid to an injured or ill person until an ambulance arrives. This will include the First Aid method of DRSABCD (Danger, Response, Send, Airway, Breathing, CPR, and Defibrillation).

In terms of documenting a First Aid Incident

- The educator/staff must keep accident, injury, illness and trauma records for children in care, documenting relevant information regarding the administration of First Aid and comments relating to children's health/wellbeing. Records must contain information outlined in the National Regulations depending on the service type.

In terms of reporting the Administration of First Aid to parents/guardians

- The parent/guardian of the child will be contacted to inform them of an injury/illness which requires First Aid after seeking emergency assistance (if required):
- If the child has been taken to the hospital by the ambulance, inform the parent/guardian of the hospital the child has been taken to, and the time of departure
- Direct all questions and concerns of the parent/guardian regarding the child's health to the hospital
- Only give the parent/guardian the facts of the situation
- Contact the Approved provider to inform of the situation
- If a child becomes ill and requires First Aid whilst in care at the service, educators/staff will notify the parent/guardian and/or authorised person, to ensure collection of the child as soon as possible.

- Children cannot stay or return to the service as long as symptoms persist and are visible. This is to support the needs of the child who is unwell, as well as to prevent the spread of infection to other children and educators/staff at the service.

References, Sources, Links to Legislation and Other Documents

Please refer to Reference and Sources page.

Related service policies:

Administration of Medication Policy

Anaphylaxis Policy

Asthma Policy

Emergency and Evacuation Policy

Excursions and Service Events Policy

Incident, Injury, Trauma and Illness Policy

Staffing Policy.

Attachments - Refer to Administration of First Aid Procedure

Attachment 1 - Evolve Early Education & Kindergarten Risk Assessment