

# ADMINISTRATION OF FIRST AID

QUALITY AREA 2 | ELAA version 1.0



## PURPOSE

This policy provides a clear set of guidelines and procedures for [Service Name] to:

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## POLICY STATEMENT

### VALUES

[Service Name]:

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### SCOPE

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RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
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## PROCEDURES



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## BACKGROUND AND LEGISLATION

### BACKGROUND

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### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- Child Wellbeing and Safety Act 2005 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Health Records Act 2001
- National Quality Standard, Quality Area 2: Children's Health and Safety
- No Jab No Play Law (Vic)
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

## DEFINITIONS



The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**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 training should be delivered by approved first aid providers, and a list is published on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)



## SOURCES AND RELATED POLICIES

### SOURCES

- Australian Human Rights Commission: [www.humanrights.gov.au](http://www.humanrights.gov.au)
- Betrayal of Trust Implementation: [www.justice.vic.gov.au](http://www.justice.vic.gov.au)
- Charter of Human Rights and Responsibilities Act 2006 (Vic): [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Child Information Sharing Scheme Ministerial Guidelines: [www.vic.gov.au/guides-templates-tools-for-information-sharing](http://www.vic.gov.au/guides-templates-tools-for-information-sharing)
- Commission for Children and Young People (CCYP): <https://ccyp.vic.gov.au>

### RELATED POLICIES

- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Interactions with Children
- Participation of Volunteers and Students
- Privacy and Confidentiality
- Staffing



## EVALUATION

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

- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk



## ATTACHMENTS

- Attachment 1: Basic Life Support Flow Chart
- Attachment 2: First Aid responder's role



## AUTHORISATION

This policy was adopted by the approved provider of [Service Name] on [Date].

REVIEW DATE: [DAY]/[MONTH]/[YEAR]