



P-2.11 Administration of First Aid

POLICY STATEMENT

Under the *Education and Care Services National Regulations* the approved provider must ensure policies and procedures are in place for the administration of first aid (Reg. 168) and take reasonable steps to ensure policies and procedures are followed. First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an early childhood service where educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 6: 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.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS

S.167	Offence relating to protection of children from harm and hazards
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
90	Medical conditions policy
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement-anaphylaxis or asthma emergency
97	Emergency and evacuation procedures
101	Conduct a risk assessment for excursions
102C	Conduct a risk assessment for transporting of children by the education and care service
136	First aid qualifications
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168 (2)(a)(iv)	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

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RELATED POLICIES	
Administration of Medication Policy Child Safe Environment Policy Dealing with Infectious Diseases Policy Emergency and Evacuation Policy Enrolment Policy Dealing with Medical Conditions Policy Health and Safety Policy	Incident, Injury, Trauma and Illness Policy Determining Responsible Person Present Policy Safe Transportation Policy Sun Protection Policy Supervision Policy Water Safety Policy

DEFINITIONS	
DEBASCA	Denistone East Before and After School Care Association

PURPOSE
<p>Our Out of School Hours Care (OSHC) Service has a duty of care to provide and protect the health and safety of children, families, educators, and visitors of the Service. This policy aims to support educators to:</p> <ul style="list-style-type: none"> • Preserve life • Ensure the environment is safe and other people are not in danger of becoming ill or injured • Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes • Relieve pain if possible • Monitor ill or injured persons and promote recovery • Provide immediate and effective first aid to children or adults • Apply additional first aid if the condition does not improve <p><i>'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.'</i> (Safe Work Australia).</p>

SCOPE
This policy applies to all DEBASCA stakeholders.

RESPONSIBILITIES
Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS
Personnel having responsibilities under this procedure will be appropriately trained.

IMPLEMENTATION

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards, and participation in safety programs. 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.

PROCEDURE

The Approved Provider/Nominated Supervisor/Management Will:

1. ensure obligations under the Education and Care Services National Law and National Regulations are met
2. ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and procedure
3. ensure all new employees, students and volunteers are provided with a copy of this policy as part of their induction process
4. ensure there is an induction process for all new staff, including casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements; individual children's allergies and individual children's medical management plans
5. ensure families are aware of this *Administration of First Aid Policy*

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6. take every reasonable precaution to protect children at the Service from harm and/or hazards that can cause injury
7. ensure that the following qualified people are in attendance and immediately available in an emergency, at all times the service is providing education and care to children [Reg. 136]
 - 7.1. at least one educator, staff member or nominated supervisor who holds a current ACECQA approved first aid qualification
 - 7.2. at least one educator, staff member or nominated supervisor of the service who has undertaken current approved anaphylaxis management training
 - 7.3. at least one educator, staff member or nominated supervisor of the service who has undertaken current approved emergency asthma management training
8. ensure staff maintain current ACECQA approved first aid qualification and ACECQA approved anaphylaxis and asthma management training every 3 years and renew cardio-pulmonary resuscitation every 12 months
9. plan and review the staff roster to ensure all first aid qualification requirements are met at all times
10. appoint a nominated first aid officer
11. ensure a risk assessment is conducted prior to an excursion or regular outing, to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]
12. provide and maintain an appropriate number of up-to-date, fully equipped first aid kits, that meet Australian Standards [Reg. 89]
13. monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached
14. dispose of out-of-date materials and supplies appropriately
15. ensure safety signs showing the location of first aid kits are clearly displayed
16. provide training for the administration of an auto-injector device annually and document on staff files
17. provide and maintain a transportable first aid kit that can be taken to excursions and other activities [Reg. 89]
18. ensure that first aid training details are recorded and kept up to date on each staff member's record
19. ensure that families/parents are notified when practicable or within 24 hours if their child is involved in an incident, injury, trauma or illness at the Service and that details are recorded on the *Incident, Injury, Trauma and Illness Record* [Reg. 86, 87]
20. ensure the regulatory authority is notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service [Reg. 12, 176]
21. ensure that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
22. ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the Service
23. keep up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes
24. ensure parents/guardians provide written consent (via the enrolment record) for service staff to administer first aid
25. ensure parents/guardians provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital [Reg. 161(1)(a)]
26. ensure an educator is designated in the duty of maintaining all first aid kits.

Educators Will:

27. implement appropriate first aid procedures, when necessary, by adhering to the Service's *Administration of First Aid Procedure*
28. maintain current ACECQA approved first aid qualification, and qualifications for approved anaphylaxis management and emergency asthma management every 3 years
29. renew cardio-pulmonary resuscitation every 12 months
30. participate in administration of an auto-injector device training at least annually
31. ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
32. ensure that the details of any incident requiring the administration of first aid are recorded on the *Incident, Injury, Trauma and Illness Record* accurately
33. conduct a risk assessment prior to an excursion, regular outing or when providing regular transportation of children to

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identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (NB: risk assessment for a regular outing or regular transportation is required at least annually) [Reg. 102B, 102D (4)]

Families Will:

34. read and comply with the policies and procedures of the Service
35. sign Service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child
36. provide the required information for the Service's medication record
37. notify the Service upon enrolment of any specific health care needs of their child- including medical conditions and allergies
38. provide the Service with a medical management plan for their child if required and ensure these are kept up to date at all times
39. provide written consent (via the enrolment record) for service staff to administer first aid
40. provide written consent for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and if required, transport the child to hospital
41. be contactable, either directly or through emergency contacts listed on the child's enrolment record
42. notify educators of any change in condition of their child's health that may impact the child's care and require the administration of first aid (ACECQA, 2021)

Incident, Injury, Trauma and Illness Record

43. Any incidents, injuries trauma or illness, including first aid provided, must be recorded and include the following details, as per Education and Care Services National Regulation 87:
 - 43.1. name and age of the child
 - 43.2. circumstances leading to the incident, injury, trauma, or illness (including any symptoms)
 - 43.3. time and date
 - 43.4. details of action taken by the service including any medication administered, first aid provided or
 - 43.5. medical personnel contacted
 - 43.6. details of any witnesses
 - 43.7. names of any person the service notified or attempted to notify, and the time and date of this
 - 43.8. signature of the person making the entry, and time and date of this

First Aid Kit

44. The approved provider of the Service will ensure that first aid kits are kept in accordance with Education and Care Services National Regulations [Reg. 89]
45. All First Aid Kits at the Service must:
 - 45.1. be suitably equipped
 - 45.2. not be locked
 - 45.3. be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Service
 - 45.4. be easily accessible to staff and educators
 - 45.5. be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
 - 45.6. be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
 - 45.7. contain a list of the contents of the kit
 - 45.8. be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not degraded or expired
 - 45.9. display a well-recognised, standardised first aid sign to assist in easily locating and recognising first aid kits.
 - 45.10. be easy to access and if applicable, located where there is a risk of injury occurring
 - 45.11. be taken on excursions and during regular transportation
 - 45.12. include emergency telephone numbers, and location of the nearest first aid trained educators
 - 45.13. display a photograph of the first aid trained educators, along with contact details to assist in the identification process
 - 45.14. be provided on each floor of a multi-level workplace

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- 45.15. be provided in each work vehicle
- 45.16. be stocked with precautionary items such as sunscreen if using outdoors
- 45.17. be maintained in proper condition and the contents restocked as required.

CONTINUOUS IMPROVEMENT/EVALUATION

Our *Administration of First Aid Policy* will be reviewed regularly in consultation with children, families, staff, educators and management.

SOURCES

Australian Children's Education & Care Quality Authority. (2014).
 Australian Children's Education & Care Quality Authority. (2023). *Guide to the National Quality Framework*.
 Australian Children's Education & Care Quality Authority. (2023). Policy and procedure guidelines- *Administration of First Aid Policy Guidelines*
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2023).
Education and Care Services National Regulations. (Amended 2023)
 Safe Work Australia First Aid in the Workplace Code of Practice: First Aid in the Workplace

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CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	Reformatted DEBASCA policies	Nov 2013
	1	Reformatted Policy number: D-11 to P-2.11	Aug 2016
	2	Updated to latest revised National Quality Standard Added clause 7 and 10	Apr 2018
	3	Wording edit clause 2	Dec 2020
	4	Re-wording of Policy Statement Update in Associated Documents Added sub-title 'Educator Training', 'First Aid Kit Guidelines', 'Administration of First Aid' Clause 2 and 4 minor re-wording Added Clauses 6-9 Added Clauses 11-14 Re-wording of Clause 17 Added Clause 21 Added Clause 25 Removed Clause 16 from previous policy Added Clause 27 Added Clause 30 Minor re-wording of clause 31	Jan 2022
	5	Adopted NEW DEBASCA policy format Added National Quality Standard Added Education and Care Services National Law and Regulations Added Related Policies Removed Associated Documents as it has been separated above categories Added Purpose with wording from previous Policy statement as better suited under 'Purpose' Added Implementation Added <i>The Approved Provider/Nominated Supervisor/Responsible Person Will</i> sub-titles Removed clauses 1-7 and 10-31 from previous policy as embedded in new clauses, or obsolete Added as new clauses 1-45 Clause 8 from previous has been simplified and is now clause 26 Clause 9 from previous is now clause 45.9 Added Continuous Improvement/Evaluation Added Sources	Feb 2024

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