



## First Aid Administration Policy

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)

<b>Quality Area 2: Children's Health and Safety</b>		
<b>2.1.1</b>	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
<b>2.1.2</b>	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
<b>2.2</b>	Safety	Each child is protected
<b>2.2.1</b>	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
<b>2.2.2</b>	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
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

**Purpose:**

We have 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:

- Ensure the environment is safe and other people are not in danger of becoming ill or injured.
- Ensure that ill or injured persons are stable 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.

**Scope:**

This policy applies to children, families, educators, nominated supervisor, management, students, volunteers and visitors of the Service.

**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 ensures that children are protected from hazards and harm.

**The Nominated supervisor/Responsible person will:**

- Ensure obligations under the Education and Care Services National Law and National Regulations are met.
- Take every reasonable precaution to protect children at the Service from harm and/or hazards that can cause injury.
- Ensure that all educators hold a ACECQA current certificate in First Aid, anaphylaxis management training, and emergency asthma management training.
- 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.
- Provide and maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards.
- Ensure that first aid training details are recorded and kept up to date on each staff member's record.
- Verify first aid qualifications of new employees during the orientation process.
- 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 and individual children's allergies and individual medical management plans.
- Ensure that parents are notified as soon as 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*.
- Conduct a review of practices following a serious incident, including an assessment of areas for improvement.
- Ensure the regulatory authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness or where a medical professional has attended as a result of an incident at the Service.

- Ensure that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid.
- Keep up to date with any changes in procedures and ensure all educators are informed.
- Provide and maintain a transportable first aid kit/s that can be taken to excursions and other activities.
- Monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached and dispose of out-of-date materials and supplies appropriately.
- Ensure safety signs showing the location of first aid kits are clearly displayed.
- Provide training for the administration of an auto-injector device regularly and document on staff files.
- Contact families immediately if a child has had a head injury whilst at the Service.
- Ensure that appropriate documentation is being recorded by the Responsible person regarding incidents, injury, trauma, and illnesses and the administration of first aid.
- Ensure parents/guardians provide written consent (via the enrolment record) for staff to administer first aid.
- 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 if required, transport the child to hospital.

**Educators will:**

- Implement appropriate first aid procedures, when necessary, by adhering to the *Service's Administration of First Aid Procedure*.
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required.
- Refresh cardio-pulmonary resuscitation (CPR) annually.
- Participate in administration of an auto-injector device training regularly.
- Ensure that all children are adequately supervised while providing first aid and provide comfort for the child involved in an incident or suffering trauma.

- Ensure that the details of any incident requiring the administration of first aid is recorded on the *Incident, Injury, Trauma and Illness* Record accurately.

**Parents will:**

- Sign the Incident, Injury, Trauma and Illness Record acknowledging they have been made aware of the incident and the first aid treatment that was given to the child.
- Provide the required information for the Service's medication record.
- Provide written consent (via the enrolment record) for staff to administer first aid and call an ambulance if required.
- Notify the Service upon enrolment of any specific health care needs of their child including medical conditions and allergies.
- Provide the Service with a medical management plan for their child if required and ensure these are kept up to date.
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record.
- Notify the Service upon enrolment of any specific health care needs of their child including medical conditions and allergies.

**Incident, Injury, Trauma and Illness Record:**

Any incidents, injuries, trauma or illness, including first aid provided, must be recorded and include the following details:

- Name and age of the child.
- Circumstances leading to the incident, injury, trauma, or illness. (including any symptoms).
- Time and date.
- Details of action taken by the service including any medication administered, first aid provided or
- Medical personnel contacted.
- Details of any witnesses.

- Names of any person the service 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.

Families are to be notified of any event requiring first aid administration as soon as practicable but no later than 24 hours after the incident, injury or trauma requiring first aid.

**First aid kit:**

All first aid kits will be kept up to date and in accordance with National Education and Care Service Regulations. Each room has their own First Aid boxes and has a portable First Aid kit located in their evacuation bags.

**All First Aid kits at the service will:**

- Be suitably equipped.
- Not be locked.
- Be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Service.
- Be easily accessible to staff and educators.
- Be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents.
- Contain a list of the contents of the kit.
- Be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not degraded or expired.
- Be easily recognisable.
- Be easy to access and if applicable, located where there is a risk of injury occurring.
- Include emergency telephone numbers, and location of the nearest hospitals.
- Be taken on excursions.
- Be maintained in proper condition and the contents restocked as required.
- Birra-Li will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits.

### Health & safety officer:

The Health and Safety Officer will be responsible for conducting and maintaining each first aid kit by complying with the First aid checklist, certifying each kit has the required quantities, items are within their expiry dates and sterile products are sealed. This will occur once every 3 months. Signage will be displayed in the foyer, indicating where all First Aid Kits are located.

### Continuous improvement:

The *First Aid Administration Policy* will be reviewed every 18 months in consultation with families, staff and management.

### Sources:

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Children’s Education & Care Quality Authority. (2025). [Managing and Responding to Injury, Trauma and Illness Incidents](#)

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](#)  
[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)  
[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

### Review:

Date Reviewed	Modifications	Next Policy Review Date
April 2018		October 2019
November 2019		May 2021
June 2021		January 2023
January 2023		July 2024
July 2024		January 2026
January 2026	Revised content within policy. No major changes.	July 2027