



POLICY STATEMENT

We share our commitment to providing a learning and supportive environment that promotes the health, safety, and wellbeing of the children in our care. We act in the best interests of the children, with this policy helping us to identify clear ways to implement procedures centred around the administration of first aid. This policy will outline the responsibilities for all educators when administering first aid in our service, as well as how educators document their first aid reports, how the first aid kits are kept well-stocked and easily accessible, and that all educators have a current first aid qualification.

BACKGROUND

We have the responsibility to ensure that our policies and procedures are in line with *the Education and Care Services National Regulations* and act to protect the wellbeing of the children in our service. These policies and procedures reflect our code of ethics and philosophy to ensure that reasonable care is being taken to protect the children in our care from harm and ensure that as a service we are well equipped to administer first aid. We believe in the promotion of independence and resilience in the children within our care and encourage children to explore freely, knowing that educators are here to help them when they need it.

LEGISLATIVE REQUIREMENTS

Regulation	Description	Implementation
85	Incident, injury, trauma and illness policies and procedures	There are appropriate policies and procedures in place relating to incident, injury, trauma, and illness.
86	Notification to parent of incident, injury, trauma, and illness	The director and/or educators notify families of children who have been involved with an incident, injury, trauma, or illness.
87	Incident, injury, trauma, or illness record	All educators record any incidents, injuries, trauma, and illnesses that occur at the service in the 'Accident and Injury' folder. These records are counter signed by the family of the child when notifying them.
89	First aid kits	First aid kits are suitably equipped relative to the number of children at the service and are easily recognisable and accessible to educators.
94	Exception to authorisation requirement – anaphylaxis or asthma emergency	Educators are able to administer medication without authorisation in the case of an anaphylaxis or asthma emergency. If this occurs the director must notify the family of the child and emergency services as soon as practicable.
136	First aid qualifications	Within our service all qualified educators hold a relevant and in date first aid qualification.
137	Approval of qualifications	Our service recognises educators with the following as being qualified: a university-level teaching qualification, a teaching registration, or an approved diploma level education and care qualification.
161	Authorisations to be kept in enrolment record	Authorisations obtained by the service are kept in the individual child's enrolment record.
167	Offence relating to protection of children from harm and hazards	Reasonable and appropriate risk assessments and hazard checks are conducted by staff on a regular basis to protect children from harm and hazards.
168	Education and care services must have policies and procedures	The service has policies and procedures that reflect the needs of the service. These are reviewed as necessary.

170	Policies and procedures to be followed	Policies and procedures created by the service are followed by all educators, at all times.
171	Policies and procedures to be kept available	Policies and procedures are kept available to all educators and families and are located in the OSHC office cupboard.
183	Storage of records and other documents	The service stores and archives records and documents as necessary.

POLICY

As a service, we are committed to supporting the health and safety of all children that are in our care. Our qualified educators have duty of care and are trained in first aid in an education and care setting, with any first aid that is given, being recorded in the 'Accident and Injury' folder. This record of an administration of first aid, is to be co-signed by the family of the child to ensure that they have been made aware of the incident and that the proper first aid procedure has been followed. The health, safety, and wellbeing of the children in our care is taken very seriously, therefore, we take every reasonable and practicable precaution to ensure that the children are protected from harm. We ensure that we, as educators, are always well equipped to administer first aid in the event of an injury of accident, utilising portable first aid bags when playing in diverse areas, and when we are away from the service on an excursion. Educators are made aware of their roles in response to administering first aid, notifications and reporting and undertake these roles effectively. All qualified educators undertake regular training to ensure that they are up to date with relevant first aid information and are on hand to provide first aid when necessary. Policies and procedures related to the administration of first aid are located in the office cupboard and accessible to educators and families if needed.

FIRST AID KITS

- A first aid kit is kept in each area that the children are supervised in, portable first aid kits are brought with educators into the area that they are monitoring
- A main first aid kit with additional supplies it kept out of reach of children, but easily accessible to staff within the service
- It is the responsibility of a delegated educator to regularly check first aid kits and re-stock them as necessary
- A main first aid kit with extra supplies is taken on excursions, as well as our portable orange first aid bags with basic supplies that is carried by educators
- An emergency asthma kit and a spare epi-pen is carried by an educator during excursions or outings
- All injuries or illnesses that require first aid are recorded by educators in the 'Accident and Injury' folder, these must be signed off by a family member on pick-up of the child
- Cold packs are kept in the freezer for use in first aid incidents
- First aid is only administered by qualified educators; in the event of a minor accident the educators' role is to stabilise the injured person until more advanced care arrives or the child recovers

For related policies and procedures, see: Incident, Injury, Trauma, & Illness

Dealing with Medical Conditions in Children

Dealing with Infectious Diseases

KEY TERMS

Key Term	Meaning
Approved first aid qualification	A first aid qualification that includes training in areas that related to children and has been approved by ACECQA.
First aid	The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers
Qualified educator	An educator who is actively working towards an approved teaching qualification and has completed at least 50 percent of the qualification or holds an approved education and care diploma

Equipped first aid kit	A first aid kit should be fully stocked, with no expired products, and should be checked regularly to ensure this.
Injury	Any physical damage to the body caused by violence or an incident.
Accident & Injury folder	A folder that contains forms that staff use to report the occurrence of an incident, injury, trauma, or illness. Details used in the report include the child's name and age, the date and time the incident occurred, what happened in the incident, and how educators responded to the incident. It is then read and signed by the family member of the children.

ADMINISTRATION OF FIRST AID

If a child approaches a qualified educator with a first aid incident, the educator will:

- Assess the child and ask for a recount of the incident that has resulted in the need for first aid
- Apply appropriate first aid, this could include cleaning a small cut and applying a band aid, allowing the child time to sit down and rest, or sending the child inside with a buddy to get an icepack or a drink of water
- The educator will determine if a child is too unwell or injured to stay at the service, if this is the case, the child will be allowed to stay in a quiet area whilst the family is contacted by educators
- Ensure to check back in with the child to see how they are doing
- Record the incident in the 'Accident and Injury' folder
- Inform the family on arrival to the service of the incident, and ask the family to co-sign the record

FIRST AID ON EXCURSIONS

Whilst on an excursion, if a child approaches a qualified educator with a first aid incident, the educator will do the following:

- Assess the child and ask for a recount of the incident that has resulted in the need for first aid
- Using the personal, portable first aid bag apply appropriate first aid
- Depending on the excursion, you may ask your excursion group to stay together with you, whilst you administer the first aid. If possible, use the walkie talkie to inform another staff member if you need help with the situation, or if you need extra supervision for your group
- Once the first aid incident has been dealt with, you may carry on with the rest of the excursion as normal. If the child needs extra supervision or needs some time to sit down and rest the injury, the director may be able to watch them in a quiet area
- Ensure to record the incident in the 'Accident and Injury' folder as soon as practicable
- Inform the family on arrival to the service of the incident, and ask the family to co-sign the record
- Replace any first aid equipment used in the portable first aid bag

INCIDENT, INJURY, TRAUMA, AND ILLNESS - FIRST AID PROCEDURE

When a minor incident, injury, trauma, or illness occurs at the service, a qualified educator will:

- Administer basic first aid, this might include placing a band aid or offering an icepack to a child who has injured them self
- Ensure that they are wearing their personal protective equipment before administering first aid
- If they are outside administering first aid using supplies in their portable first aid bag
- Record the incident, injury, trauma, or illness in the 'Accident and Injury' folder
- Inform the family on arrival to the service of the incident
- Notify the family if the incident requires a follow-up at home or with the child's doctor
- If required, call an ambulance, and continue to administer first aid

When a serious accident which requires more serious first aid treatment occurs at the service, the director or a qualified educator will:

- Attend to the injured child and administer first aid
- Assess the injury and decide whether an ambulance needs to be called
- In the event an ambulance is called, the ambulance service will render an account in the name of the parent of the child concerned.

INCIDENT, INJURY, TRAUMA, AND ILLNESS - BLOOD NOSE PROCEDURE

- A qualified educator puts on their personal protective equipment, this includes gloves and a mask if possible, and uses a large zip lock bag from the first aid bag to dispose of bloodied tissues
- If an icepack is being used, ensure that it is wrapped in a paper towel and applied to the back of the child’s neck
- Advise the child to lean their head forward to avoid any blood running down their throat
- Child must sit down holding a tissue on their nose, and pinch above the nostrils. An educator may support the child if required. The child will hold their nostrils for about 10 minutes or until bleeding has stopped
- Once the bleeding has stopped help to clean up the child, using wet wipes to carefully clean their face
- Ensure all tissues, wet wipes and paper towel is in the zip lock bag, fasten the bag and dispose of it in the bin
- Clean the icepack and allow it to air dry before placing it back into the freezer
- Write up the incident in the ‘Accident and Injury’ folder, ensure that this is signed on the collection of the child

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Director	<ul style="list-style-type: none"> • Ensure that obligations under the Education and Care Services National Law and National Regulations are met • Take reasonable steps to ensure that the director and educators follow all policies and procedures • Ensure that there are an appropriate number of first aid kits in relation to the number of children at the service • Ensure that information regarding the administration of first aid from an incident is recorded in the ‘Accident and Injury’ folder • Ensure that incidents requiring first aid treatment are notified to families as soon as practicable but no later than 24 hours after the occurrence. • Take reasonable steps to ensure educators follow the Administration of First Aid policy and procedures • Ensure that copies of the policy and procedures are readily accessible to educators and are available for inspection • Implement the Administration of First Aid policy and procedure • Ensure that at least one educator holds current and approved first aid qualifications • Ensure that an appropriate number of first aid kits are kept available • Ensure that an appropriate number of well-equipped first aid kits are taken on excursions • Monitor and maintain stock in first aid kits • Support educators to maintain their current first aid qualifications

Educators	<ul style="list-style-type: none"> • Implement the Administration of First Aid policy and procedures • Maintain current approved first aid qualifications • Seek further medical attention if required after first aid has been administered • Record information as soon as possible, and within 24 hours after the incident in the 'Accident and Injury' folder, and ensure that families are notified • Be aware of children attending the service with allergies and their attendance days, and apply this knowledge when providing first aid • While attending to a child requiring first aid, ensure that other children are adequately supervised
Families	<ul style="list-style-type: none"> • Provide authorisation in their child's enrolment form for the director to seek medical treatment for their child from a registered medical practitioner, hospital, or ambulance service and if required, for transportation by an ambulance service • Be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation • Notify the service upon enrolment of any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed • Ensure that any medical management plan is kept up to date • Be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention • Notify educators or staff if there has been any change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care and require the administration of first aid. • Co-sign "Accident and Injury" form upon collection of their child if first aid has been administered

NATIONAL QUALITY STANDARDS

The following quality areas link to The Administration of First Aid

Quality Area 2 - Children's Health & Safety

2.1.2 Health practices and procedures

2.2 Safety

2.2.2 Incident and emergency management

Quality Area 4 - Staffing Arrangements

4.1 Staffing arrangements

4.1.1 Organisation of educators

4.2.2 Professional standards

Quality Area 5 - Relationships with Children

5.1.2 Dignity and rights of the child

Quality Area 6 - Collaborative Partnerships with Families and Communities

6.1 Supporting relationships with families

Quality Area 7 - Governance and Leadership

7.1.2 Management systems

7.1.3 Roles and responsibilities

7.2.1 Continuous improvements

PRINCIPLES

The following principles link to The Administration of First Aid

Partnership

Critical reflection and ongoing professional learning

Collaborative leadership and teamwork

PRACTICES

The following practices link to The Administration of First Aid

Collaboration with children and young people

Environments

Continuity and transitions

Assessment and evaluation for wellbeing, learning and development

SOURCE

[The Administration of First Aid Policy Guidelines \(acecqa.gov.au\)](https://www.acecqa.gov.au)

[First aid qualifications & training | ACECQA](#)

[First aid, emergency asthma management and anaphylaxis management training approval | ACECQA](#)