



Administration of First Aid Policy



Policy Number	QA 2/8	Title	Administration of First Aid Policy
Revision	1.2	Written By	Nominated Supervisor
Reviewed By	EHOOSH Management Committee	Approved By	EHOOSH Management Committee
Supersedes	Version 1.1	Effective Date	October 2023

1. Policy Statement

We are committed to providing an environment that promotes children’s health, safety, and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid.

The health, safety and wellbeing of children is a paramount consideration for our service. Therefore, we will take every reasonable precaution to protect the children from harm and ensure that we are well equipped to administer first aid in the event of injury or illness.

We ensure that educators and staff are able to undertake their roles effectively. In relation to the administration of first aid, they will receive regular training to ensure their qualifications are approved and up-to-date, as well as having access to suitably equipped first aid kits.

Clear roles ensure that management, educators, and staff are aware of their responsibilities in relation to the administration of first aid, notifications and reporting.

2. Background

The Education and Care Services National Regulations require approved providers to have policies and procedures in place in relation to the administration of first aid.

3. Procedures

First Aid Qualifications must be acquired through an approved provider as deemed by ACECQA. Copies of First Aid Qualifications will be kept available.

First aid is provided in response to unpredictable illness or injury. Educators have an obligation to ensure parents and guardians are informed about any first aid provided to their children.

There must be at least one educator/staff member with current approved first aid qualifications, anaphylaxis management training and emergency asthma management training in attendance. They must be immediately available at all times that children are being educated and cared for by the service.

Only educators or staff members with the required first aid qualifications can apply first aid.

The Need for an Ambulance

An ambulance will be called when the following instances (but not limited to) occur to a person or child at the service:

- Unconsciousness or an altered conscious state
- Experiencing difficulty breathing
- Showing signs of shock
- Experiencing severe bleeding, or who is vomiting blood or passing blood
- Slurred speech
- Severe injuries to the head, neck or back
- Possible broken bones

Infection and Prevention Control

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control

procedures must always be adhered to:

- Cover cuts and abrasions with waterproof dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids.
- Wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes.
- Wear a mask and eye protection where there is a risk of splashing blood or other body fluids.
- Remove any broken glass or sharp material with forceps and place in a container.
- Wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry.

Poisons Information Centre

The Poisons Information Centre telephone number 131 126 is listed in the contacts on the services mobile phone.

Induction

During induction, all educators and staff are familiarised with the first aid policy and procedures.

Ongoing Training

As part of our commitment to maintaining a safe and healthy environment, we offer first aid and CPR training to all educators annually.

Information Sharing

Where possible, a designated first aid officer will be appointed to oversee first aid protocols, coordinate communication with families in case of emergencies, and ensure the availability of necessary resources and equipment.

4. Roles and Responsibilities

Approved Provider

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensuring that at least one staff member with current approved first aid qualifications, anaphylaxis management training and emergency asthma management training, is in attendance and immediately available at all times that children are being educated and cared for by the service.
- Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities.

Nominated Supervisor

- Ensuring that first aid training details are recorded on each staff member's record.
- 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.
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- Must notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident. This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident.
- Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources).

	<ul style="list-style-type: none"> • Ensuring a portable first aid kit is taken on all excursions and other off-site activities.
First Aid Officer	<ul style="list-style-type: none"> • Maintaining a current approved first aid qualification. • Monitoring the contents of all first aid kits and arranging for replacement of stock, including when the use-by date has been reached. • Disposing of out-of-date materials appropriately. • Keeping up to date with any changes in the procedures for the administration of first aid.
Vacation Care	<ul style="list-style-type: none"> • Ensuring a portable first aid kit is taken on all Vacation Care Excursions/ along with any individual medication.
Responsible Person in Charge	<ul style="list-style-type: none"> • Ensuring parents/guardians sign an injury form as soon as is practicable. • Maintaining current approved first aid qualifications and qualifications in anaphylaxis management and emergency asthma management. • Practicing CPR at least annually.
Educators and Support Staff	<ul style="list-style-type: none"> • Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma. • Implementing appropriate first aid procedures when necessary. • Seeking further medical attention for a child if required. • Being aware of the signs and symptoms of illness/trauma. • Being aware of individual children’s allergies and use this knowledge when attending/responding to any incident, injury or illness. • Ensuring that all children are adequately supervised 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

	<p>administration of first aid are recorded on the incident, injury, trauma and illness record.</p> <ul style="list-style-type: none"> Attend training where possible.
Families	<ul style="list-style-type: none"> Providing the required information for the service’s medication record. Providing written consent (via the enrolment record) 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 record, in the event of an incident requiring the administration of first aid.

5. Key Terms

Term	Meaning	Source
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.	acecqa.gov.au
Approved anaphylaxis management training	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website .	National Regulations (Regulation 136)
Approved emergency asthma management training	Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website .	National Regulations (Regulation 136)
Approved first aid qualification	A qualification approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website with content such as:	National Regulations (Regulation

	<p>Emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties;</p> <p>management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.</p>	136)
Communications plan	<p>A plan that outlines how relevant educators, staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child.</p> <p>It also sets out how families can communicate any changes to the medical management plan and risk minimisation plan for the child.</p>	National Regulations (Regulation 90)
Current	<p>To be considered current, the following qualifications are taken to be current if the qualification was attained or the training was undertaken within the previous three years:</p> <p>Approved first aid qualifications (except for a qualification that relates to emergency life support and CPR which must be completed within the previous year)</p> <ul style="list-style-type: none"> • Approved anaphylaxis management training • Approved emergency asthma management training 	National Regulations (Regulation 136)
Emergency	<p>An incident, situation or event where there is an imminent or severe risk to the health, safety, or wellbeing of a person at the service. For example, a flood, fire, or a situation that requires the service premises to be locked down.</p>	Guide to the NQF (Operational Requirements – Quality Area 7
First aid	<p>Is 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. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA</p>	Safe Work Australia

	website.	
Health information	<p>Health information about each child must be kept in their enrolment record. This includes:</p> <ul style="list-style-type: none"> • The contact details of their registered medical practitioner • Their Medicare number (if available) • Their specific healthcare needs and allergies (including anaphylaxis) • Any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed • Any dietary restrictions • Their immunisation status • Whether a child health record has been sighted 	National Regulations (Regulation 162)
Medical management plan	<p>Individual medical management plans can be provided by a child’s family and may be required by the service before the child is enrolled.</p> <p>It is best practice for the family to consult with the child’s medical practitioner in the development of the plan and for the practitioner’s advice to be documented.</p>	Guide to the NQF (Quality Area 2 – Children’s health and safety)
Medication	<p>Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website.</p>	National Regulations (Definitions)
Medication record	<p>A record to be kept for each child to whom medication is to be administered by the service. Details to be recorded:</p> <ul style="list-style-type: none"> • The child’s name 	National Regulations (Regulation 92)

	<ul style="list-style-type: none"> • The authorisation to administer medication • The name of the medication • The date and time the medication was last administered • When the medication should be next administered • The dosage to be administered • The manner in which it is to be administered details once it is administered 	
<p>Risk minimisation plan</p>	<p>A plan developed with a child’s parents to ensure that:</p> <ul style="list-style-type: none"> • The risks relating to the child’s specific health care need, allergy or relevant medical condition are assessed and minimized. • Practices and procedures in relation to the safe handling, preparation, consumption, and service of food are developed and implemented (if relevant). • Practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented (if relevant). • Practices and procedures ensuring that all educators, staff members and volunteers can identify the child, the child’s medical management plan and the location of the child’s medication are developed and implemented. • Practices and procedures ensuring that the child does not attend the service without medication prescribed by the child’s medical practitioner in relation to the child’s specific health care need, allergy or relevant medical condition are developed and implemented (if relevant). 	<p>National Regulations (Regulation 90)</p>

5. Regulations

Section 167	Offence relating to protection of children from harm and hazards
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parent of incident, injury, trauma and illness
Regulation 87	Incident, injury, trauma and illness record
Regulation 88	Infectious diseases
Regulation 89	First aid kits
Regulation 90	Medical conditions policy
Regulation 92	Medication record
Regulation 93	Administration of medication
Regulation 94	Exception to authorisation requirement – anaphylaxis or asthma emergency
Regulation 101	Conduct of risk assessment for excursion
Regulation 102C	Conduct of risk assessment for transporting of children by the education and care service
Regulation 136	First aid qualifications
Regulation 137	Approval of qualifications
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and Care Services must have policies and procedures
Regulation 169	Additional policies and procedures – family day care service
Regulation 170	Policies and procedures to be followed

Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 176	Time to notify certain information to Regulatory Authority
Regulation 183	Storage of records and other documents

6. Relevant Service Policies

- *Incident, Injury, Trauma, and Illness Policy*
- *Providing a Child Safe Environment Policy*
- *Enrolment and Orientation Policy*
- *Emergency and Evacuation Policy*
- *Excursions Policy*
- *Safe Transportation of Children Policy*
- *Dealing with Infectious Diseases Policy*
- *Dealing with Medical Conditions in Children Policy*
- *Sun Protection Policy*
- *Water Safety Policy*
- *Acceptance and Refusal of Authorisations Policy*

Revision Chronology

Version Number	Date	Reason for Change
1.0	March 2018	Endorsed by OOSH executive committee
1.1	March 2021	Review and evaluation
1.2	October 2023	Edited and reviewed for Hub premises