ADMINISTRATION OF FIRST AID POLICY

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 out of school hours 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 2: 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. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration [NSW]
S.165	Offence to inadequately supervise children
S.167	Offence relating to protection of children from harm and hazards
S.174	Offence to fail to notify certain information to Regulatory Authority
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	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

RELATED POLICIES

Administration of Medication Policy Anaphylaxis Management Policy Asthma Management Policy Child Safe Environment Policy Dealing with Infectious Diseases Policy Diabetes Management Policy Emergency and Evacuation Policy Enrolment Policy Epilepsy Management Policy Family Communication Policy	Health and Safety Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Responsible Person Policy Record Keeping and Retention Policy Safe Transportation Policy Sun Safety Policy Supervision Policy Water Safety Policy Work Health and Safety Policy

PURPOSE

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:

- 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

'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.' (Safe Work Australia).

SCOPE

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, management, students, volunteers and visitors of the OSHC 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.

Our OSHC Service is committed to ensuring that children's safety, rights and best interests are the paramount consideration in all decisions, actions and practices. In the administration of first aid, this means that immediate and appropriate care is taken to protect children from harm and decisions guided by what is in the child's best interests at all times.

Legislation governing the operation of approved education and care services is founded on the protection of children from harm and hazards. Our OSHC Service ensures that first aid practices are implemented in accordance with legislative requirements and embedded into daily practice, policies and procedures.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT RESPONSIBILITIES: Governance and Compliance

- meet obligations under the Education and Care Services National Law and Education and Care Services National Regulations
- establish clear expectations for educators, staff, students, visitors and volunteers to understand and adhere to this policy and procedure
- ensure families are aware of this *Administration of First Aid Policy* and are advised on how and where the policy can be accessed
- obtain parents/guardians provide written authorisation (via the enrolment record) for service staff to administer first aid
- obtain parents/guardians provide written authorisation 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)]
- take every reasonable precaution to protect children at the OSHC Service from harm and/or hazards that can cause injury
- prioritise children's safety, wellbeing and best interests as the paramount consideration in all first aid decisions and actions
- maintain health information for each child is kept within their enrolment record
- ensure parents/guardians provide written consent (via the enrolment record) for educators or 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 and if required, transport the child to hospital [Reg 161(1)(a)]
- keep up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes
- 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)].

Staffing and Regulatory Requirements

- 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]
    - at least one educator, staff member or nominated supervisor who holds a current ACECQA approved first aid qualification

- at least one educator, staff member or nominated supervisor of the service who has undertaken current approved anaphylaxis management training
- at least one educator, staff member or nominated supervisor of the service who has undertaken current approved emergency asthma management training

(One staff member may hold one or more of the three qualifications)

OR

if children are being educated and cared for at a service premises on the site of a school, one of the following must be in attendance at the school site and be immediately available in an emergency [sub regulation (1)]

- at least one staff member of the school who holds a current approved first aid qualification
- at least one staff member of the school who has undertaken current approved anaphylaxis management training
- at least one staff member of the school who has undertaken approved emergency asthma management training

- 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
- plan and review the staff roster to ensure all first aid qualification requirements are met at all times

Induction, Training and Qualifications

- provide a comprehensive induction and orientation program for all new employees, students and volunteers
- ensure induction for all staff (including casual and relief educators) includes:
  - location of first aid kits
  - children's allergies and individual medical management plans and risk minimisation plans
- 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
- verify first aid qualification course codes against the ACECQA qualification list upon employment
- maintain accurate records of each staff member's first aid training
- plan and review the staff roster to ensure all first aid qualification requirements are met at all times
- appoint a nominated first aid officer.

First Aid Equipment and Resources

- provide and maintain an appropriate number of up-to-date, fully equipped first aid kits, that meet Australian Standards [Reg. 89]
- provide and maintain a transportable first aid kit that can be taken to excursions and other activities [Reg. 89]
- monitor the contents of all first aid kits and arrange replacement of stock, including when the use-by date has been reached
- dispose of out-of-date materials and supplies appropriately
- ensure safety signs showing the location of first aid kits are clearly displayed

Incident Response and Notifications

- notify families/parents 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* [Reg. 86, 87]
- notify the regulatory authority within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the OSHC Service [S.174, Reg. 12, 176]
- contact families immediately (e.g. phone call) if a child has had a head injury while at the OSHC Service
- conduct a review of practices following a serious incident, including an assessment of areas for improvement
- ensure that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid.

EDUCATORS WILL:

- prioritise children's safety, wellbeing and best interests as the paramount consideration for all first aid decisions and actions
- implement appropriate first aid procedure, when necessary, by adhering to the Service's *Administration of First Aid Procedure*
- maintain active supervision of all children whilst administering first aid
- maintain current ACECQA approved first aid qualification, and qualifications in approved anaphylaxis management and emergency asthma management as required
- ensure that the details of any incident requiring the administration of first aid are recorded on the *Incident, Injury, Trauma and Illness Record* accurately
- conduct a risk assessment prior to an excursion, regular outing or when providing regular transportation of children 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)]

FAMILIES WILL:

- read and comply with the policies and procedures of the OSHC Service
- sign the *Incident, Injury, Trauma and Illness Record* acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child
- provide accurate and up-to-date information for the OSHC Service's medication record
- notify the OSHC Service upon enrolment of any specific health care needs of their child- including medical conditions and allergies
- provide the OSHC Service with a medical management plan for their child where required
- provide written authorisation (via the enrolment record) for Service staff to administer first aid
- provide written authorisation 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
- be contactable, either directly or through emergency contacts listed on the child's enrolment record
- 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

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:

- 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 OSHC 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.

FIRST AID KIT

The approved provider of the OSHC Service will ensure that first aid kits are kept in accordance with National Education and Care Service Regulations (Reg. 89).

ALL FIRST AID KITS AT THE SERVICE MUST:

- be suitably equipped
- not be locked
- not contain paracetamol
- 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
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- 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
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
- 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 first aid trained educators
- display a photograph of the first aid trained educators, along with contact details to assist in the identification process
- be stocked with precautionary items such as sunscreen and water if using outdoors
- be taken on excursions
- be maintained in proper condition and the contents restocked as required.

Our nominated First Aid Officer responsible for maintaining all First Aid kits at the OSHC Service is:

FIRST AID OFFICER	
Name	Kellie Neil & Rebecca Walker
Role	OSHC Leader & Business Manager
Number of First Aid Kits Responsible for at the Service:	1
Additional First Aid Officer:	

These individuals are 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 after each use or if unused, at least annually.

Individuals along with the nominated supervisor will also consider whether the first aid kits and components are appropriate and effective for the Service's hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the nominated supervisor.

Our OSHC Service will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

FIRST AID KIT CHECKLIST

Our OSHC Service will use the checklist provided by the *Childcare Centre Desktop*. The checklist will be completed annually to ensure first aid kits are equipped and maintained.
Safe Work Australia's *First Aid in the Workplace Code of Practice* also provides a guide to what to include in a First Aid Kit.

We will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at our OSHC Service and what injuries children or adults may incur. We will review our incident, injury, trauma and illness records to assist us in making an informed decision about what to include.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Administration of First Aid Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days.

RELATED RESOURCES

Administration of First Aid Procedure Dental Accident Procedure First Aid Checklist	Illness Management Procedure Incident, Injury, Trauma or Illness Record Incident Injury Report Register

First Aid Kit Fact Sheet Guide First Aid Certificate Register Head Injury Guide and Procedure	Incident Injury Report Record Staff Tick Bite Procedure

SOURCES

Australian Children's Education & Care Quality Authority. (2026). *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. (2026). Policy and procedure guidelines- *Administration of First Aid Policy Guidelines*
Early Childhood Australia. (2016). *Code of Ethics*
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011

Safe Work Australia First Aid in the Workplace Code of Practice: First Aid in the Workplace

REVIEW

POLICY REVIEWED BY	Marty Gray	Principal	May 2026
POLICY REVIEWED	MAY 2026	NEXT REVIEW DATE	MAY 2029
VERSION NUMBER	V14.05.26		
MODIFICATIONS	• annual policy review • added paramount consideration into policy • subheadings introduced within responsibilities sections to improve clarity, reduce duplication and support consistent understanding and implementation of policy • sources updated as required		
PREVIOUS MODIFICATIONS			
MAY 2025	• annual policy maintenance • minor edits within policy • sources checked for currency and repaired as required		