



P2-08: Administration of First Aid Policy

Under the Education and Care Services National Regulations, Queanbeyan & District Preschool Association (QDPA) 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 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 REGULATIONS	
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

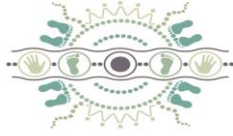
RELATED POLICIES

Administration of Medication Policy Child Safe Environment Policy Emergency and Evacuation Policy Enrolment Policy Family Communication Policy Health and Safety Policy	Incident, Injury, Trauma, and Illness Policy Safe Transportation Policy Sun Safety Policy Supervision Policy Water Safety Policy Work Health and Safety Policy
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PURPOSE

QDPA has a duty of care to provide and protect the health and safety of children, 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

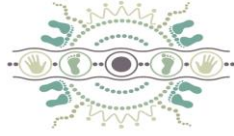
This policy applies to children, families, educators, staff, approved provider, nominated supervisor, management, and visitors of the Service.

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 requires that children are protected from hazards and harm.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL:

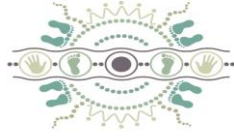
- ensure obligations under the *Education and Care Services National Law and National Regulations* are met
- ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and procedure
- ensure all new employees, students and volunteers are provided with a copy of this policy as part of their induction 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; individual children's allergies and individual children's medical management plans
- ensure families are aware of this *Administration of First Aid Policy*
- take every reasonable precaution to protect children at QDPA from harm and/or hazards that can cause injury
- 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)

- 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
- 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)]
- provide and maintain an appropriate number of up-to-date, fully equipped first aid kits, that meet Australian Standards [Reg. 89]
- monitor the contents of all first aid kits at least once per term, 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
- provide and maintain a transportable first aid kit that can be taken to excursions and other activities [Reg. 89]
- ensure that first aid training details are recorded and kept up to date on each staff member's record
- 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]
- ensure the regulatory authority is notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at Preschool [Reg. 12, 176]
- ensure that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the Preschool
- 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 parents/guardians provide written consent (via the enrolment record) for service 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)]

FAMILIES WILL:

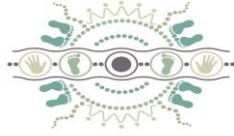
- read and comply with the policies and procedures of QDPA
- sign Preschool records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child
- provide the required information for the Preschool's medication record
- notify QDPA upon enrolment of any specific health care needs of their child- including medical conditions and allergies
- provide the Preschool with a medical management plan for their child if required and ensure these are kept up to date at all times
- provide written consent (via the enrolment record) for service staff to administer first aid
- 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
- 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).

FIRST AID KIT

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].

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 Preschool
- 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 each term 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
- be taken on excursions and during regular transportation
- be maintained in proper condition and the contents restocked as required.

For further advice on first aid in the workplace, refer to the following website for state and territory specifications. <https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/first-aid>

CONTINUOUS IMPROVEMENT/REFLECTION

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

Source

- 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](#)
[Western Australian Education and Care Services National Regulations](#)

REVIEW

Version Control	Date	Author	Description of Change
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1.0	2016	QDPA	Original document
2.0	2017	QDPA	Scheduled review
3.0	2018	QDPA	Scheduled review
3.0	August 21	QDPA	<ul style="list-style-type: none"> • Document reviewed with change in leadership team in 2021. Additional related regulations & NQS references added. • Version control and description box added to clarify reviewed items/new inclusions. • Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes. • Detailed information added throughout to ensure policy reflects practice.
4.0	April 2023	QDPA	<ul style="list-style-type: none"> • minor formatting edits within text • hyperlinks checked and repaired as required. • Added reference to OWNA. • Policy title change from 'First Aid Policy' • Added reference to Parasol checking first aid kits twice yearly
5.0	September 2024	QDPA	<ul style="list-style-type: none"> • annual policy maintenance • small edits to provide consistency of AP/NS responsibilities with other policy wording • merged Nominated Supervisor section with previous section • sources checked for currency and repaired as required