



HEALTH & SAFETY: Administration of First Aid

PURPOSE

This policy provides clear guidelines for the administration of first aid to children, educators, staff, and visitors at Essential Early Learning. We are committed to ensuring that appropriate and timely first aid is provided in response to any injury, illness, or medical emergency, and that all educators and staff are trained and confident in delivering first aid care.

Our service will:

- Ensure at least one educator with current approved first aid qualifications is always present and immediately available
- Maintain fully stocked and accessible first aid kits at all times
- Respond promptly and appropriately to all injuries and illnesses
- Provide competent and compassionate first aid care
- Document all first aid treatment accurately
- Communicate effectively with families about their child's health and wellbeing

SCOPE

This policy applies to:

- All children enrolled at the service
- The approved provider, nominated supervisor, educators and staff
- Students on placement, volunteers and visitors
- All situations requiring first aid at the service, during excursions, or related service activities

LEGISLATIVE REQUIREMENTS

This policy is based on the following legislation and standards:

Education and Care Services National Law Act 2010

- Section 167: Protection from harm and hazards

Education and Care Services National Regulations 2011

- Regulation 12: Meaning of serious incident
- Regulation 85: Incident, injury, trauma and illness policies and procedures
- Regulation 86: Notification to parents of incident, injury, trauma and illness
- Regulation 87: Incident, injury, trauma and illness record
- Regulation 89: First aid kits
- Regulation 136: First aid qualifications
- Regulation 168: Education and care service must have policies and procedures
- Regulation 176: Time to notify certain circumstances to Regulatory Authority

National Quality Standard

- Quality Area 2: Children's Health and Safety

- Element 2.1.1: Each child's wellbeing and comfort is provided for
- Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

NSW-Specific Legislation:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)
- Poisons and Therapeutic Goods Act 1966 (NSW)
- Public Health Act 2010 (NSW)

KEY DEFINITIONS

First Aid: Immediate emergency treatment administered to an injured or suddenly ill person before professional medical care is available.

Approved First Aid Qualifications: Current nationally recognized first aid qualifications as approved under Regulation 136, including:

- HLTAID011 Provide First Aid (or equivalent)
- HLTAID012 Provide First Aid in an Education and Care Setting (or equivalent)

Anaphylaxis Management Training: Training in recognizing and responding to anaphylaxis, including the administration of an adrenaline auto-injector (e.g., HLTAID011 or HLTAID012 which includes anaphylaxis management, or 10313NAT Course in First Aid Management of Anaphylaxis).

Asthma Management Training: Training in recognizing and responding to asthma emergencies (e.g., included in HLTAID011 or HLTAID012, or 10392NAT Course in the Management of Asthma Risks and Emergencies in the Workplace).

CPR (Cardiopulmonary Resuscitation): Emergency procedure combining chest compressions and rescue breaths to maintain circulatory and respiratory function (HLTAID009 Provide Cardiopulmonary Resuscitation or equivalent, included in comprehensive first aid training).

Serious Incident: As defined in Regulation 12, includes death, serious injury or trauma requiring urgent medical attention or hospital attendance, serious illness, emergency where emergency services attended, or a child missing or cannot be accounted for.

Immediately Available: A person who is physically present at the service and able to provide first aid within a few minutes if required.

POLICY STATEMENT

1. First Aid Qualifications

Required Qualifications:

At all times children are being educated and cared for, at least one educator or staff member will be:

- On the service premises
- Immediately available to children
- Holding a current approved first aid qualification
- Holding current approved anaphylaxis management training



- Holding current approved asthma management training

Excursions:

For excursions, at least one educator with current approved first aid qualifications (including CPR, anaphylaxis and asthma management) will accompany children and be immediately available.

Currency of Qualifications:

- First aid qualifications (HLTAID011/HLTAID012): Valid for 3 years
- CPR component: Must be updated annually
- Anaphylaxis management training: Valid for 3 years
- Asthma management training: Valid for 3 years

The nominated supervisor will:

- Maintain a register of all educators' first aid qualifications and expiry dates
- Ensure qualifications are renewed before expiry
- Arrange and coordinate first aid training for all educators and staff
- Encourage all educators and staff to hold current first aid qualifications

2. First Aid Kits and Equipment – Supplied from First Aid Kits Australia - Order 387958 (2026)

First Aid Kit Requirements:

Our service will maintain first aid kits that are:

- Fully stocked with appropriate first aid supplies
- Readily accessible to educators and staff
- Inaccessible to children
- Clearly labelled and identifiable
- Stored in a cool, dry place away from direct sunlight
- Compliant with Safe Work Australia First Aid in the Workplace Code of Practice

Location of First Aid Kits:

- Main first aid kit: Located in [insert location]
- Additional first aid kit(s): Located in [insert location(s)]
- Portable first aid kit: For use during excursions and outdoor activities

Minimum Contents of First Aid Kits:

First aid kits will contain (at minimum):

- Current first aid guide or manual
- Sterile adhesive dressings (various sizes)
- Sterile gauze pads and bandages
- Triangular bandages
- Crepe or conforming bandages
- Adhesive tape
- Safety pins
- Disposable gloves (multiple pairs, non-latex options available)
- Scissors (blunt-ended)
- Tweezers
- Resuscitation face mask or shield



- Antiseptic solution or wipes
- Saline solution (for eye/wound irrigation)
- Instant ice packs
- Thermal blanket
- Notepad and pen
- Emergency contact numbers
- Incident report forms

Additional Equipment:

- Adrenaline auto-injectors (EpiPen/Anapen) for children with diagnosed allergies
- Asthma medication and spacers for children with diagnosed asthma
- Other prescribed medications as required by individual medical management plans

Maintenance of First Aid Kits:

- First aid kits will be checked monthly by the nominated supervisor or designated person
- Used or expired items will be replaced immediately
- A checklist of contents will be maintained
- The check date will be recorded on the first aid kit

3. Administration of First Aid Procedures

When an Injury or Illness Occurs:

Educators and staff will follow these steps:

Step 1: Assess the Situation

- Ensure the immediate environment is safe
- Assess the severity of the injury or illness
- Determine if emergency services (000) need to be called

Step 2: Provide Immediate Care

- Call for assistance from another educator or the nominated supervisor
- Put on disposable gloves before providing first aid
- Comfort and reassure the injured or ill person
- Administer appropriate first aid according to training
- Keep the person still and comfortable
- Maintain privacy and dignity

Step 3: Call Emergency Services if Required

Call 000 immediately if:

- The person is unconscious or unresponsive
- The person is having difficulty breathing
- There is severe bleeding that cannot be controlled
- There is a suspected head, neck, or spinal injury
- There are signs of anaphylaxis
- There is a severe asthma attack not responding to medication
- There are seizures lasting more than 5 minutes
- There is a suspected poisoning
- There is any other life-threatening situation



Step 4: Contact Parents/Guardians

- Contact parents/guardians immediately for serious injuries or illnesses
- Contact parents/guardians as soon as practicable for minor injuries
- Provide clear information about what happened and the first aid provided
- If parents/guardians cannot be contacted, call emergency contacts

Step 5: Continue Care and Monitoring

- Continue to monitor the person's condition
- Provide ongoing comfort and reassurance
- If condition worsens, seek further medical assistance
- Stay with the person until parents/guardians or medical professionals arrive

Step 6: Ensure Supervision of Other Children

- Another educator will supervise the other children
- Educator-to-child ratios will be maintained at all times
- Children will be moved away from the incident if appropriate
- Children will be reassured and comforted

Step 7: Document the Incident

- Complete an Incident, Injury, Trauma and Illness Record as soon as possible
- Record all details accurately and objectively
- Obtain parent/guardian signature

Step 8: Clean Up and Disposal

- Dispose of used first aid materials in appropriate bins
- Place contaminated items in sealed plastic bags
- Wash hands thoroughly
- Restock first aid kit as needed

4. Specific First Aid Situations

Anaphylaxis:

- Follow the child's Individual Anaphylaxis Management Plan
- Administer adrenaline auto-injector (EpiPen/Anapen) immediately if signs of anaphylaxis
- Call 000 immediately
- Contact parents/guardians
- Position child lying flat (or sitting if breathing is difficult)
- Do not allow child to stand or walk
- Be prepared to administer CPR if required

Asthma:

- Follow the child's Individual Asthma Management Plan
- Assist child to sit upright
- Administer reliever medication (e.g., Ventolin) via spacer
- Reassure and calm the child
- Call 000 if symptoms are severe or not improving after medication
- Contact parents/guardians



Head Injuries:

- All head injuries will be treated seriously
- Apply cold compress to reduce swelling
- Keep child calm and still
- Monitor for signs of concussion (confusion, vomiting, drowsiness, loss of consciousness)
- Call 000 if child loses consciousness, has a seizure, or shows signs of serious injury
- Contact parents/guardians immediately

Bleeding:

- Put on gloves
- Apply direct pressure with a clean pad or cloth
- Elevate the injured area if possible
- Apply bandage once bleeding is controlled
- Call 000 for severe bleeding that cannot be controlled

Burns and Scalds:

- Cool the burn with cool running water for 20 minutes
- Remove clothing from the area unless stuck to the burn
- Cover with a clean, non-stick dressing
- Do not apply ice, creams, or ointments
- Seek medical attention for burns larger than a 20-cent coin
- Call 000 for severe burns

Seizures:

- Protect child from injury by moving objects away
- Do not restrain the child
- Time the seizure
- After seizure, place child in recovery position
- Stay with child until fully recovered
- Call 000 if seizure lasts more than 5 minutes, child has multiple seizures, or it's child's first seizure
- Follow child's Individual Seizure Management Plan if applicable

5. Infection Control and Hygiene

When providing first aid, educators will:

- Always wear disposable gloves when dealing with blood or body fluids
- Use non-latex gloves where appropriate (in case of latex allergies)
- Wash hands thoroughly before and after providing first aid
- Use antiseptic wipes or solution for cleaning wounds
- Dispose of contaminated materials in sealed plastic bags
- Clean and disinfect any surfaces contaminated with blood or body fluids
- Follow standard precautions at all times
- Report any exposure to blood or body fluids to the nominated supervisor

6. Documentation and Record Keeping

Incident, Injury, Trauma and Illness Records:



For every incident requiring first aid, educators will complete a record including:

- Name and date of birth of the person
- Date and time of the incident
- Circumstances of the incident
- Details of the injury or illness
- First aid treatment provided
- Name of person who administered first aid
- Time parents/guardians were notified
- Any other relevant information
- Signature of educator who completed the record
- Signature of nominated supervisor or person in day-to-day charge
- Signature of parent/guardian

Record Storage:

- Records will be completed within 24 hours of the incident
- Records will be kept confidentially in the child's file
- Records will be stored securely until the child is 25 years of age
- Parents/guardians will be provided with a copy of the record

7. Notification to Regulatory Authority

The approved provider or nominated supervisor will notify the Regulatory Authority within 24 hours through the NQA IT System if:

- A child has died
- A child has suffered serious injury or trauma requiring urgent medical attention or hospital attendance
- A child has suffered serious illness requiring urgent medical attention
- An emergency where emergency services attended (not as a precaution)
- A child appears to be missing or cannot be accounted for

8. Training and Professional Development

Mandatory Training:

All educators and staff will:

- Complete approved first aid training including CPR, anaphylaxis management, and asthma management
- Refresh CPR training annually
- Renew first aid qualifications every 3 years
- Participate in regular refresher training and updates
- Be familiar with this policy and related procedures

Recommended Training:

- HLTAID012 Provide First Aid in an Education and Care Setting (recommended for all educators)
- Infection control training
- Emergency management training
- Specific medical condition management (diabetes, epilepsy, etc.)

Ongoing Professional Development:



- Regular practice and rehearsal of first aid skills
- Team discussions about first aid scenarios and responses
- Review and debriefing after first aid incidents
- Staying updated on current first aid guidelines and best practice

EDUCATOR AND STAFF RESPONSIBILITIES

Nominated Supervisor/Person in Day-to-Day Charge:

- Ensure at least one educator with current first aid qualifications is always present
- Maintain a register of first aid qualifications and expiry dates
- Arrange first aid training for educators and staff
- Ensure first aid kits are fully stocked and checked monthly
- Coordinate emergency responses
- Verify incident reports are completed correctly
- Notify Regulatory Authority of serious incidents
- Review and analyse first aid incidents
- Support educators and staff following incidents

All Educators and Staff:

- Maintain current first aid qualifications
- Respond promptly to injuries and illnesses
- Administer appropriate first aid according to training
- Follow infection control procedures
- Complete incident reports accurately and promptly
- Communicate with families about their child's injury or illness
- Know the location of first aid kits and emergency equipment
- Report any deficiencies in first aid supplies or equipment
- Maintain confidentiality
- Participate in first aid training and professional development

FAMILY RESPONSIBILITIES

Families are responsible for:

- Providing complete and accurate medical information about their child on enrolment
- Updating medical information whenever there are changes
- Providing current emergency contact details
- Providing Medical Management Plans for children with diagnosed medical conditions
- Providing and maintaining required medications (e.g., EpiPen, asthma medication)
- Ensuring medications are in date and replacing expired medications
- Being contactable during service hours
- Collecting their child promptly when requested due to illness
- Communicating openly with educators about their child's health and wellbeing

RELATED POLICIES AND PROCEDURES

- Incident, Injury, Trauma and Illness Policy
- Emergency and Evacuation Policy



- Dealing with Medical Conditions Policy
- Administration of Medication Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Dealing with Infectious Diseases Policy
- Hygiene Policy
- Supervision of Children Policy
- Excursion Policy
- Privacy and Confidentiality Policy
- Work Health and Safety Policy

REFERENCES AND RESOURCES

- ACECQA: Guide to the National Quality Framework
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard
- Australian Children's Education and Care Quality Authority (ACECQA) website: www.acecqa.gov.au
- Safe Work Australia: First Aid in the Workplace Code of Practice
- St John Ambulance Australia: www.stjohn.org.au
- Australian Red Cross: www.redcross.org.au
- Asthma Australia: www.asthmaaustralia.org.au
- Allergy & Anaphylaxis Australia: www.allergyfacts.org.au
- Epilepsy Action Australia: www.epilepsy.org.au
- Diabetes NSW & ACT: www.diabetesnsw.com.au
- Kidsafe NSW: www.kidsafensw.org
- NSW Health: www.health.nsw.gov.au

POLICY REVIEW

This policy will be reviewed every two years or more frequently if required due to:

- Legislative changes
- Changes in best practice or first aid guidelines
- Following a serious incident
- Feedback from families, educators or staff
- Following regulatory assessment and rating
- Updates to first aid training requirements

Date policy was last reviewed: 05/01/2026

Date for next review: 05/01/2028

Reviewed by: Director & Staff