

# ADMINISTRATION OF FIRST AID POLICY

## OVERVIEW:

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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY STANDARD	OTHER SERVICE POLICIES/DOCUMENTATION	OTHER
12, 85-90, 92-94, 97, 101, 102(c), 136-137, 161-162, 168, 170, 174, 176, 183	2.1.1, 2.1.2, 2.2, 2.2.1, 2.2.2	<ul style="list-style-type: none"> <li>- Administration of Medication Policy</li> <li>- Child Safe Environment Policy</li> <li>- Emergency and Evacuation Policy</li> <li>- Enrolment Policy</li> <li>- Communication Policy</li> <li>- Parent Handbook</li> <li>- Staff Handbook</li> <li>- Excursion Policy</li> <li>- Management of Incident, Injury and trauma Policy</li> <li>- Infectious Disease Policy</li> <li>- Safe Transportation Policy</li> <li>- Sick Child Policy</li> <li>- Sun Safety Policy Supervision Policy</li> <li>- Water Safety Policy</li> <li>- Work Health and Safety Policy</li> </ul>	<ul style="list-style-type: none"> <li>- My Time, Our Place Framework</li> <li>- ACECQA "Frequently Asked Questions"</li> <li>- Safe Work Australia.</li> </ul>

## OUTLINE:

This policy outlines the procedure to be followed by staff in the event of a minor injury in relation to the administration of first aid



### WHO THE POLICY AFFECTS?

Management  
Staff  
Students  
Parents

### POLICY STATEMENT:

**SUNBEAMS** will provide and maintain a high level of care for children attending the service. The service will ensure that necessary educators will be suitably qualified in emergency first aid management and that first aid equipment and support will be available to all children, educators and visitors to the service and whilst on excursions. Ideally, all educators will undertake senior first aid, asthma management and anaphylaxis management training to ensure full and proper care of all is maintained (My Time Our Place 3).

### PROCEDURE:

#### MANAGEMENT IS RESPONSIBLE FOR:

- taking every reasonable precaution to protect children at the OOSH Service from harm and/or hazards that can cause injury.
- ensuring that the following qualified people attend all times the service is providing education and care to children.
- at least one staff member or one nominated supervisor who holds a current ACECQA approved first aid qualifications.
- at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training.
- at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.
- ensuring a risk assessment is conducted prior to an excursion, regular outing, or when providing transportation to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
- ensuring that first aid training details are recorded and kept up to date on each staff member's record.

- The Approved Provider and/ or Nominated Supervisor is responsible for ensuring that a minimum of one educator who is currently qualified in senior first aid, asthma management and anaphylaxis management is always present at the service. while it is educating and caring for children.
- The service will endeavour to have all educators holding a current first aid qualification.
- ensuring 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 and individual children's allergies and individual medical management plans.
- ensuring that 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
- ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the OOSH Service
- ensuring that staff members are offered support and debriefing after a serious incident requiring the administration of first aid.
- ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the OOSH Service
- keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.
- Ensure that all expired first aid equipment is replaced accordingly and is up to date.
- A current first aid certificate or willingness to undergo training will be advertised for all new positions.
- The centre will budget for the cost of the first aid course or renewal for each educator as part of the training budget.
- A fully stocked and updated first aid kit will be kept in the designated secure place in the centre. Educators are to ensure that this is easily accessible to all educators and volunteers and kept inaccessible to the children.
- An appropriate number of first aid kits will be kept having regard to the number of children being educated and cared for by the service (Reg 89)
- A separate travelling first aid kit will be also maintained and taken on all excursions and outdoor activities.

- The first aid kit will contain the minimum equipment suggested by the Red Cross or St John's Ambulance and both a first aid manual and CPR poster will be kept at the centre in a visible location.
- A cold pack will be kept in the freezer for treatment of bruises and swelling.
- An inventory of the kits will be maintained and checked on a regular basis and signed off by the Coordinator/Nominated Supervisor. The checklists may be requested for sighting by management or from the NSW Regulatory Authority.
- An educator will be designated the duty of maintaining the kits to ensure that they are fully stocked, and that all items are within the use by date. Sunbeams will check these monthly but a designated staff member.
- At orientation, educators and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.
- Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents.
- Emergency Services and Poison's Centre contact numbers will be in a designated position. Telephone numbers of emergency contacts, local doctor will be located next to the office.
- In the event of an emergency, the educator administering the first aid must not leave the patient until emergency services or the parent arrives. A second educator should make all emergency calls.

#### **EDUCATORS WILL:**

- implement appropriate first aid procedures, when necessary, by adhering to the service's Administration of First Aid Procedure
- maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required (Safe Work Australia recommends first aid qualifications should be renewed every three years)
- refresh their CPR and administration of an auto-injector device training at least annually.
- ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma.
- ensure that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record accurately.



- conducting 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)]

### PARENTS/FAMILIES WILL:

- sign SUNBEAMS 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 Service's medication record.
- provide the service with a medical management plan for their child if required.
- 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.

### ENDORSEMENT BY THE SERVICE:

The policy will be reviewed as required. The review will be conducted by management, staff, children, families and the wider community.

Last reviewed: October 2025

Date of next review: April 2027

**APPROVAL DATE:** \_\_\_\_\_

**DATE FOR REVIEW:** \_\_\_\_\_