ADMINISTRATION OF FIRST AID POLICY

Purpose

To ensure that all children, educators, staff, volunteers, families, and visitors receive timely, appropriate, and effective first aid in the event of injury, illness, or emergency. This policy ensures compliance with the Education and Care Services National Law and National Regulations, and supports the health, safety, and wellbeing of all individuals in our care.

Scope

This policy applies to all staff, educators, children, families, volunteers, and visitors attending any Insight Early Learning service.

Legislative Requirements

Relevant Education and Care Services National Regulations	
Regulation	**Description**
Reg 12	Meaning of a serious incident
Reg 85	Incident, injury, trauma and illness—notification to parents
Reg 86	Notification to regulatory authority of a serious incident
Reg 87	Incident, injury, trauma and illness record
Reg 89	First aid kits
Reg 136	First aid qualifications
Reg 137	Approval of qualifications
Reg 168(2)(a)(iv)	Policies and procedures are required for dealing with medical conditions in children, including the administration of first aid
Reg 173	Prescribed information to be displayed (including emergency and first aid information)
Reg 177	Prescribed enrolment and other documents to be kept
Reg 183	Storage of records and documents
Reg 12	Meaning of a serious incident

Relevant National Quality Standard (NQS) Elements

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 need for sleep, rest and relaxation.
2.1.2	Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented.
2.2.1	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.

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Roles and Responsibilities

Approved Provider

The Approved Provider is responsible for ensuring:

- Compliance with all relevant provisions under the *Education and Care Services National Law* and *National Regulations*.
- Reasonable steps are taken to ensure the Nominated Supervisor, educators, staff, and volunteers understand and implement this policy.
- An adequate number of fully equipped, clearly identifiable, and easily accessible first aid kits are available at the service, including for excursions and transportation.
- Systems are in place to ensure the appointment of a trained and qualified First Aid Officer.

Nominated Supervisor / Responsible Person

The Nominated Supervisor is responsible for:

- Inducting all staff into this policy and related procedures upon commencement.
- Ensuring at least one educator with current, ACECQA-approved first aid, CPR, anaphylaxis, and asthma management training is rostered at all times, including during excursions and transport.
- Ensuring the availability, accessibility, and maintenance of first aid kits at the service and on excursions.
- Monitoring the currency of first aid qualifications of educators and arranging for regular renewal and training.
- Appointing a First Aid Officer and supporting them in their responsibilities.
- Notifying the Area Manager within 4 hours of any serious incident, injury, trauma, or illness requiring urgent medical attention.
- Ensuring that all serious incidents are reported to the Regulatory Authority within 24 hours.

Educators

Educators must:

- Implement this policy and procedures in their daily practice.
- Provide appropriate first aid in accordance with training.
- Ensure accurate documentation of incidents , including injuries, illnesses, trauma, and first aid administered.
- Promptly notify families when first aid has been administered.
- Ensure first aid kits are taken and accessible on all excursions.
- Be familiar with the medical conditions, allergies, and medical management plans of children in their care.
- Maintain supervision of other children when attending to an injured child.
- Call emergency services (000) where appropriate, particularly if a child's condition is deteriorating, life-threatening, or beyond the educator's first aid capabilities.

Families

Families are responsible for:

- Providing authorisation on the enrolment form for medical treatment and ambulance transport if required.
- Acknowledging that prescribed emergency medication (e.g., EpiPens or asthma inhalers) may be administered without prior notice in emergencies.
- Informing the service of any known medical conditions, allergies, and associated management plans.
- Updating medical management plans and contact information as required.
- Responding promptly if contacted about an incident requiring first aid.
- Informing the service of any changes in their child's health status, and whether medical attention was sought following an incident.

Administration of First Aid

First aid may be required for a range of incidents including minor injuries, allergic reactions, asthma attacks, choking, seizures, or other medical emergencies.

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Educators will:

- Follow approved first aid procedures in alignment with their level of training
- Administer first aid promptly and calmly.
- Use infection control practices, including PPE and hand hygiene.
- Document all first aid administered and communicate with families.
- Call emergency services (000) when required.
- Ensure children involved receive comfort and emotional reassurance.

Head Injuries

Any injury above the neck is considered a head injury. If a child sustains a head injury:

- Families will be notified immediately.
- Injury form will be completed
- Child will be monitored, and family will be requested to collect the child if deemed necessary by centre team
- A copy of the completed form will be shared with the family.

First Aid Qualification Requirements

- At all times, at least one educator or staff member with current, ACECQA-approved qualifications in first aid, anaphylaxis, and asthma management will be present at the service.
- Educators must complete refresher training as per regulatory timelines (CPR every 12 months; first aid every 3 years).
- First aid training is included in the staff induction process.

First Aid Officer

Each service will have a designated First Aid Officer responsible for:

- Maintaining up-to-date first aid kits according to Australian Standards.
- Ensuring first aid kits are clearly labelled and easily accessible.
- Supporting incident documentation and family communication.
- Assisting with staff debriefing following serious incidents.
- Ensuring signage for first aid locations is clearly displayed.

Displays and Signage

- First aid posters and resuscitation flow charts will be displayed in prominent locations throughout the service (indoors and outdoors).
- Signage indicating the location of first aid kits and emergency contact numbers will be clearly visible.

Documentation and Reporting

- All incidents requiring first aid must be documented
- Details must include date, time, nature of the incident, treatment provided, and family communication.
- Documentation must be accurate, secure, and compliant with privacy legislation.
- The Nominated Supervisor must notify the Regulatory Authority of any serious incident within 24 hours.

Serious Incidents

A serious incident includes any situation where:

- Urgent medical attention is required.
- A child experiences trauma or serious illness.
- Emergency services are called.
  The service must notify the Regulatory Authority (via the NQA ITS portal) within 24 hours and inform the Area Manager within 4 hours