



Administration of First Aid

POLICY STATEMENT:

Lake Mac Newy OOSH 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 First Aid in an education and care setting, CPR, asthma and anaphylaxis management training to ensure full and proper care of all is maintained (My Time Our Place 3). This policy also ensures the administration of first aid is delivered in accordance with the Education and Care Services National Law and Regulations 86, 87, 89, 136 and 168, and aligns with the National Quality Standard, particularly Quality Area 2 – Children’s Health and Safety.

In implementing this policy, the safety, welfare and wellbeing of children remain the paramount consideration in all decision-making and actions undertaken by the service.

PROCEDURE:

- The nominated supervisor is responsible for ensuring that a minimum of one educator/staff member who holds current ACECQA-approved first aid qualifications, approved asthma management training and approved anaphylaxis management training is present at the service at all times and is educating and caring for children. Evidence of the first aid training will be kept in staff files, in the staff matrix folder and while also planning and reviewing the staff roster to ensure all first aid qualification requirements are met at all times (r136).
- All Responsible people will have current ‘HLTAID012 Provide First Aid in an Education & Care Setting’
- CPR training for all Responsible people will be refreshed annually.
- The service will endeavour to have all or a majority of educators holding a current first aid qualification.
- 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 Responsible Person as part of the training budget.
- An appropriate number of fully stocked and updated first aid kits, in regard to the number of children bearing educated and cared for, will be kept in the ‘set up office’ area while the service is running, one in the staff storeroom, one in the emergency evacuation bag and also one for outside. Educators are to ensure that first aid kits are clearly recognisable, readily accessible to adults and not locked or stored in a way that delays access in an emergency, while remaining inaccessible to children. (r 89)
- The first aid kit will contain the minimum equipment suggested by the Red Cross or St John’s Ambulance and a first aid manual will be kept at the centre. Management will use the services of Affordable First Aid Supplies to check and refill first aid kits on a quarterly basis.
- A separate travelling first aid kit will also be maintained and taken on all excursions, bus trips, outdoor activities, including school pick up and drop off and emergency evacuations.
- 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 minimum of a 6 monthly basis and signed off by the Nominated Supervisor/ Assistant Coordinator or Responsible Person and a First Aid officer from



Accidental Health and Safety representative. The checklists may be requested for sighting by management or from the NSW regulatory authority.

- 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.
- Educators will respond to incidents and injuries in a manner that supports the child's safety, dignity, wellbeing and emotional comfort.
- Telephone numbers of any emergency contacts and the poison centre will be located in the office area, within reach of a phone or displayed with the service information, where practical, within the service set-up area.
- 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.

In the case of a minor accident, the first aid attendant will:

- Reassure the injured person
 - Assess the injury
 - Attend to the injured person and apply first aid as required.
 - Ensure that disposable gloves are used for any contact with blood or bodily fluids.
 - Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the infectious diseases policy.
 - Ensure that anyone who has come in contact with any blood or fluids washes their hands thoroughly in warm soapy water.
 - Incidents, injuries, trauma and illness will be documented as soon as practicable and no later than 24 hours after the incident. Families will be notified as soon as possible.
 - Record the incident and treatment given on the centre's Incident Report Form recording the following details: (r87)
 - Name and age of the injured person
 - Date, time, and location of incident
 - Description of injury and circumstances of how it occurred, including witnesses.
 - Treatment given and name and signature of first aid attendant
 - Details of any medical personnel contacted.
 - Name and details of any parent or emergency contact notified or attempted to notify.
 - Time and date of report and name and signature of a person making report
 - Name and signature of nominated supervisor
 - Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child.
 - Parental signature confirming knowledge of the accident report form will be gained at the soonest possible convenience.
- Where the service has had to administer first aid and the incident is deemed serious as per Regulation 12, the Nominated Supervisor will ensure that the steps outlined in the "Management of Incident, Injury, Illness



and Trauma” policy are followed and the Regulatory Authority is notified within 24 hours of either the incident or them becoming aware of the incident.

- Written authorisation for educators to administer first aid and, where required, to seek medical treatment or ambulance transportation for a child will be obtained from families through the enrolment record in accordance with regulatory requirements.
- This policy will be reviewed annually, after any serious incident, or when regulatory or operational changes occur to ensure continued compliance and best practice.

ROLES AND RESPONSIBILITIES

Approved Provider / Nominated Supervisor will:

- Ensure regulatory first aid qualification requirements are met at all times
- Maintain a current training register and copies of certificates
- Roster appropriately qualified staff for every session
- Ensure first aid kits are maintained and accessible
- Ensure all incidents are documented and reported within required timeframes

Educators and Staff will:

- Provide first aid within the scope of their training
- Follow individual medical management plans
- Record all incidents, injuries, trauma or illness
- Notify families as soon as practicable
- Restock first aid kits after use, where practical or notify the Nominated Supervisor of any excessive use

Families will:

- Provide current medical information, action plans and emergency contact details up to date
- Provide required medication and authorisations as per the service Dealing with medical conditions and Medication administration policy.



CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
S167, 174 R85, 86, 87, 89, 136, 168	Standards 2.1 and 2.2 Elements 2.1.2 and 2.2.2 Child Safe Standards 5, 7, 10	Parent Handbook. Staff Handbook. Enrolment and Orientation Policy. Providing a Child Safe Environment Policy. Excursion Policy. Management of Incident, Injury and trauma Policy. Infectious Disease Policy. Dealing with medical conditions and Medication Administration.	My Time, Our Place Framework. ACECQA "Frequently Asked Questions". Risk Assessments. Incident, Illness, Injury and trauma report.

ENDORSEMENT BY THE SERVICE:

Approval date: May 2026 Date for review: May 2027
