

ADMINISTRATION OF FIRST AID

QUALITY AREA 2 | ELAA VERSION 1.2



PURPOSE

This policy will provide guidelines for the administration of first aid at Somerville Kindergarten .



POLICY STATEMENT

VALUES

Somerville Kindergarten is committed to:

- providing a safe and healthy environment for all children, early childhood teachers, educators, staff and others attending the service
- providing a clear set of guidelines in relation to the administration of first aid at the service
- ensuring that the service has the capacity to deliver current approved first aid, as required.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, other staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Somerville Kindergarten, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Nominated first aid officer	Parents/guardians	Contractors, volunteers and students
	R indicates legislation requirement, and should not be deleted					
	Ensuring that every reasonable precaution is taken to protect children, staff and others at the service from harm and hazards that are likely to cause injury (<i>National Law: Section 167</i>)	R	R	Ö		
	Assessing the first aid requirements for the service (<i>refer to Attachment 3</i>). A first aid risk assessment can assist with this process (<i>refer to Attachment 4</i>)	R	Ö		Ö	
	Ensuring that the following qualified people are in attendance at all times at any place children are being educated and cared for by the service and immediately available in an emergency (<i>Regulation 136</i>):	R	Ö			

<ul style="list-style-type: none"> at least one staff member or one nominated supervisor of the service who holds a current <i>(refer to Definitions)</i> approved first aid qualification at least one staff member or one nominated supervisor of the service who has undertaken current <i>(refer to Definitions)</i> approved anaphylaxis management training at least one staff member or one nominated supervisor of the service who has undertaken current <i>(refer to Definitions)</i> approved emergency asthma management training. <p>Note: this is a minimum requirement, ELAA recommends that ALL educators have current approved first aid qualifications, anaphylaxis management training and asthma management training.</p>						
Ensuring first aid requirements are met when transporting children as part of the education and care service, and must be met in each vehicle <i>(Regulation 136)</i>	R	Ö	Ö			
Ensuring that the prescribed educator-to-child ratios are met at all times <i>(refer to Supervision of Children Policy)</i>	R	Ö	Ö			
Appointing a staff member or nominated supervisor to be the nominated first aid officer. This is a legislative requirement where there are 10 or more employees but is also considered best practice where there are fewer than 10 employees <i>Occupational Health and Safety Act 2004</i> .	R	Ö				
Advising parent/guardian that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request	Ö	Ö	Ö	Ö		
Providing and maintaining an appropriate number of up-to-date, easily recognisable, readily accessible, suitably equipped first aid kits <i>(refer to Attachment 3)</i> , with in-date products that meet Australian Standards <i>(refer to Definitions)</i> . The appropriate number of kits will depend on the number of children in the service, the number of rooms and their proximity to each other, and distances from outdoor spaces to the nearest kit <i>(Regulation 89)</i>	R	Ö		Ö		
Ensuring procedures are developed for the regular monitoring of all first aid kits are suitably equipped <i>(Regulations 89)</i>	R	Ö		Ö		
Ensuring defibrillators are maintained and regularly tested and serviced, including cyclical replacement of pads and batteries as per manufacturer specifications	Ö	Ö		Ö		
Ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised <i>(Regulations 100, 101, 102B, 102C)</i> . Refer to <i>Excursions and Service Events Policy and Road Safety and Safe Transport Policy</i>	R	Ö	Ö			

Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities (Regulation 89) (refer to Attachment 3)	R	Ö	Ö	Ö		
Ensuring that the Ambulance Victoria AV How to Call Card (refer to Sources) is displayed near all telephones or in a visible location.	Ö	Ö	Ö			
Ensuring that first aid training details, and renewal dates are recorded on each staff member's record (Regulation 146, 147)	R	Ö				
Ensuring safety signs showing the location of first aid kits are clearly displayed (Regulation 89) (refer to Attachment 3)	R	Ö		Ö		
Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements	R	Ö				
Ensuring that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the Incident, Injury, Trauma and Illness Record (refer to Definitions)	R	Ö	Ö			
Notifying DE within 24 hours of a serious incident (refer to Definitions) occurring at the service	R	Ö				
Ensuring that staff are offered support and debriefing following a serious incident requiring the administration of first aid (refer to Incident, Injury, Trauma and Illness Policy)	Ö	Ö				
Ensuring a resuscitation flow chart (refer to Definitions) is displayed in a prominent position in the indoor and outdoor environments of the service (refer to Attachment 1)	Ö	Ö		Ö		
Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes	Ö	Ö				
Implementing appropriate first aid procedures when necessary (refer to Attachment 1 & 2)		Ö	Ö	Ö		
Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required		R	R	R		
Practicing CPR and administration of an auto-injector at least annually (in accordance with other service policies)		R	R	R		
Ensuring that all children are adequately supervised (refer to the Supervision of Children Policy) while providing first aid and comfort for a child involved in an incident or suffering trauma (refer to Attachment 2)	R	Ö	Ö			
Ensuring that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record (refer to Definitions) no later than 24 hours after the occurrence (refer to Incident, Injury, Trauma and Illness Policy)	R	Ö	Ö			

Ensuring the parents/guardians reads and signs the Incident, Injury, Trauma and Illness Record		Ö	Ö			
Notifying the approved provider or nominated supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training			Ö	Ö		
Ensuring all out of date first aid kit contents are disposed of safely. The safest way to dispose of unused/out of date medicines is through the Return Unwanted Medicines (RUM) scheme which is run by a government funded organisation called The National Return & Disposal of Unwanted Medicines Limited: https://returnmed.com.au/	Ö	Ö	Ö	Ö		
Providing the required information on the service's medication record (<i>refer to Definitions</i>) when child requires administration of medication (<i>refer to Administration of Medication Policy</i>)					R	
Notifying the service of any medical conditions or specific medical treatment required for their child. Where necessary, in consultation with staff, develop appropriate medical management plans and risk minimisation plans (e.g. asthma, anaphylaxis). Providing any required medication. (<i>refer to Asthma Policy and Anaphylaxis Policy</i>)					R	
Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required					R	
Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid					Ö	



PROCEDURES

BASIC LIFE SUPPORT FLOW CHART PROCEDURE – refer to Attachment 1

FIRST AID RESPONDER'S ROLE – refer to Attachment 2

BACKGROUND AND LEGISLATION



BACKGROUND

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

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 *Education and Care Services National Regulations 2011* states that an approved provider must ensure that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service. Under the *Education and Care Services National Law Act 2010*, the *Australian Children's Education and Care Quality Authority* (ACECQA) are required to publish lists of approved first aid qualifications. These lists are available at: www.acecqa.gov.au. As a demonstration of duty of care and best practice ELAA recommends all educators have current approved first aid qualifications.

It is also a requirement that employers have appropriate first aid arrangements in place, including first aid training, first aid kits and first aid facilities, to meet their obligations under the *Occupational Health and Safety Act 2004*. WorkSafe Victoria has developed a *Compliance Code First aid in the workplace* (refer to Sources) that provides guidance on how these obligations can be met.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the *Definitions* file of the PolicyWorks catalogue.

Approved first aid qualification: The list of approved first aid qualifications and anaphylaxis management and emergency asthma management training published on the ACECQA website: www.acecqa.gov.au

Current first aid qualifications: is taken to be current if:

- cardiopulmonary resuscitation training that forms part of the approved first aid qualification was completed within the previous year
- first aid qualification was completed within the previous three years
- anaphylaxis management training was completed within the previous three years
- emergency asthma management was completed within the previous three years

First aid: The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening and promote recovery. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website: www.acecqa.gov.au

First aid kit: *The Compliance Code: First aid in the workplace*, developed by WorkSafe Victoria, lists the minimum requirements for a first aid kit (refer to Attachment 3). *The Compliance Code: First aid in the workplace* is available at: www.worksafe.vic.gov.au.

Resuscitation flowchart: Outlines the six steps involved in resuscitation: danger, response, send for help, airways, breathing, compression and defibrillation. The Australian Resuscitation Council provides flowcharts for the resuscitation of adults and children free of charge at: <https://resus.org.au/guidelines/flowcharts-3/>

SOURCES AND RELATED POLICIES



SOURCES

- Ambulance Victoria: www.ambulance.vic.gov.au
- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- Australian Red Cross: www.redcross.org.au
- St John Ambulance Australia (Vic): www.stjohnvic.com.au
- First aid in the workplace: www.worksafe.vic.gov.au

RELATED POLICIES

- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Child Safe Environment and Wellbeing
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Diabetes
- Emergency and Evacuation
- Epilepsy and Seizures
- Excursions and Service Events
- Incident, Injury, Trauma and Illness
- Occupation Health and Safety
- Road Safety Education and Safe Transport
- Staffing

EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly check staff files to ensure details of approved first aid qualifications have been recorded and are current
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- review the first aid procedures following an incident to determine their effectiveness
- regularly seek feedback from the nominated first aid officer and everyone affected by the policy regarding its effectiveness
- keep the policy up to date with current legislation, research, policy and best practice
- consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*)



ATTACHMENTS

- Attachment 1: Basic Life Support Flow Chart
- Attachment 2: First Aid responder's role
- Attachment 3: Minimum requirements for a first aid kit
- Attachment 4: Sample first aid risk assessment form



AUTHORISATION

This policy was adopted by the approved provider of Somerville Kindergarten on September 2025

REVIEW DATE: September 2028