



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: FIRST AID

POLICY STATEMENT

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 early childhood 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.

BACKGROUND

The Education and Care Services National Regulations requires Approved Providers to ensure their services have policies and procedures in place for the administration of first aid. Our services have a duty of care to provide and protect the health and safety of children, educators, and visitors of the service. This policy aims to support staff members to:

- Preserve life
- Ensure the environment is safe and other people are not in danger of becoming ill or injured
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes
- Relieve pain if possible
- Monitor ill or injured persons and promote recovery
- Provide immediate and effective first aid to children or adults
- Apply additional first aid if the condition does not improve

OVERALL STRATEGIES/HOW WILL IT BE DONE?

First aid is the emergency aid or treatment given to persons suffering illness or injury following, prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records and dressing of minor injuries, all of which will be done in accordance with approved first aid training and undertaken by a qualified first aider.

All staff members are offered ACECQA approved first aid qualification and ACECQA approved anaphylaxis and asthma management training every 3 years and cardio-pulmonary resuscitation training every 12 months. The staff members position is taken into consideration to determine whether this is a requirement of their position.

At all times that children are being educated and cared for, at least one staff member with the below ACECQA approved qualifications will be on site and available in the event of an emergency:

- Holds a current approved first aid qualification
- Has undertaken current approved anaphylaxis management training
- Has undertaken current approved emergency asthma management training

ADMINISTRATION OF FIRST AID

EMERGENCY RESPONSE

- The person who witnesses or is made aware of a medical emergency involving a child or adult at the service will assess the situation and begin to administer immediate first aid (if they are a first aid qualified staff member).
- If the witness is not a first aid qualified staff member, they will immediately alert the closest first aid qualified staff member who will then begin to administer immediate first aid.
- The first aid responder will ensure the safety of themselves and others and implement first aid following the DRSABCD:
 - Danger
 - Response
 - Send for Help
 - Airway
 - Breathing
 - CPR
 - Defibrillation
- The first aid responder is to assess if emergency services are required. If they are, the first aid responder will organise for emergency services to be called (phone: 000).
- The medical emergencies listed below may require emergency services however, this is not an exhaustive list:
 - Chest pain or chest tightness
 - Sudden onset of weakness, numbness or paralysis of the face, arm or leg
 - Breathing difficulties for any reason



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- Unconsciousness or an altered conscious state
- Showing signs of shock
- Experiencing severe bleeding, or vomiting/passing blood
- A collapse or unexplained fall
- Unexplained fitting
- Slurred speech
- Injury from a major car accident
- A fall from a great height
- Has an injury to their head, neck or back
- Possible broken bones
- Serious assault
- Severe burns, particularly in young children
- Infants under 3 months old who have a temperature above 38°C
- Poisoned from hazardous chemicals, substances, plants or snake or spider bite
- The first aid responder will arrange for someone to meet the emergency services at the front of the service, and they will show them to the area where the child or adult is located.
- Educators will ensure the child or adult is in no immediate danger and remove children from the area if required.
- Educators will ensure adequate supervision for all other children within the service.
- The Responsible Person will arrange for an educator to accompany the child or adult in the ambulance to the hospital, whilst ensuring ratios are maintained at the service.
- If the illness or incident involves asthma or anaphylaxis, a first aider with approved asthma or anaphylaxis training will attend to the child or adult, following their Medical Management Plan or Action Plan.
- If the illness or incident involves a pre-existing medical condition the first aider will attend to the child or adult, following their Medical Management Plan or Action Plan.
- The Responsible Person will ensure a parent/guardian or emergency contact is notified as soon as possible, informing them that the child or adult requires medical attention and will request for them to come immediately to the service/place of incident/injury/illness or meet the ambulance at the hospital.
- The Responsible Person will ensure the Incident, Injury, Trauma and Illness Record is completed in its entirety by the first aid responder and the Regulatory Authority are notified as soon as possible and within 24 hours of the injury, illness or trauma via the [NQA-ITS](#).

MINOR ILLNESS INCIDENT OR INJURY

- The person who witnesses or is made aware of a medical emergency involving a child or adult at the service will assess the situation and begin to administer immediate first aid (if they are a first aid qualified staff member).
- If the witness is not a first aid qualified staff member, they will immediately alert the closest first aid qualified staff member who will then begin to administer immediate first aid.
- The first aid responder is to administer first aid utilising the first aid kit as required.
- The first aid responder will move any child who is displaying symptoms of a contagious illness or virus (vomiting, diarrhoea, fever) away from the rest of the group and supervise.
- The Responsible Person will notify a parent/guardian or emergency contact informing them that their child will need to be collected from the service.
- The first aid responder will closely monitor any child who has received first aid and if any new and concerning symptoms are noticed, or the child is not well enough to participate in normal activities, a parent/guardian or emergency contact will be informed that their child will need to be collected from the service.
- If emergency services are not required however, the first aid responder determines the child should seek medical attention, a parent/guardian or emergency contact will be informed that their child will need to be collected from the service and advised that medical attention should be sought by a medical practitioner.
- The Responsible Person will ensure the Incident, Injury, Trauma and Illness Record is completed in its entirety by the first aid responder and that a child's parents/guardian are notified if their child receives first aid.

FIRST AID KIT

- All First Aid kits at the service must:



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- Be suitably equipped for the number of employees and children and sufficient for the immediate treatment of injuries at the service
- Be easy to access and not be locked
- Be easily recognisable by having a standardised first aid sign. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment (white cross on a green background with the words 'First Aid')
- Be constructed of resistant material, dustproof and of sufficient size to adequately store the required contents
- Contain a list of the contents of the kit
- Include emergency telephone numbers, and the names of the first aid trained staff members
- Not contain any medication, for example, paracetamol
- Be provided in each work vehicle
- Be taken on excursions and during regular transportation
- First Aid kits will be checked at least annually to ensure:
 - The contents match what is listed on the First Aid Kit Checklist
 - Items are within their expiry dates
 - Items have not degraded
 - Sterile products are sealed
- Items should be restocked as required.
- While National Regulations require a first aid kit, the contents are not specified. Our First Aid Kit Checklist is adapted from Safe Work Australia and tailored for early childhood services to ensure our services needs are met.

CALLING AN AMBULANCE

All staff have a duty of care to contact an ambulance immediately in case of an emergency by phoning 000 and should be prepared to answer the following:

- The address of where the ambulance is required and the closest cross street.
- What the problem is.
- How many people are injured.
- The child/adult's age.
- The child/adult's gender.
- If the child/adult is conscious.
- If the child/adult is breathing.

INFECTION AND PREVENTION CONTROL

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control practices must always be adhered to:

- Wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes.
- Wear a mask and eye protection where there is a risk of splashing blood or other body fluids.
- Ensure cuts and abrasions are appropriately covered with a band aid or dressing, to avoid contamination of cuts/abrasions with another person's blood and/or body fluids.
- Wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER AND NOMINATED SUPERVISORS WILL:

- Ensure there are policies and procedures in place for the administration of first aid and take reasonable steps to ensure those policies and procedures are followed.
- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure all staff (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the First Aid Policy, their responsibilities in implementing it, and any changes that are made over time. Specific things to be aware of include:
 - Location of first aid kits
 - Any specific first aid requirements for individual children
 - Individual children's medical conditions and allergies
 - Individual Risk Minimisation, Communication and Medical Management Plans
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.



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- Take every reasonable precaution to protect children at the service from harm and/or hazards that can cause injury.
- Ensure that at least one staff member with the below ACECQA approved qualifications will always be on site and available in the event of an emergency:
 - Holds a current approved first aid qualification
 - Has undertaken current approved anaphylaxis management training
 - Has undertaken current approved emergency asthma management training
- Ensure all staff are offered ACECQA approved first aid qualification and ACECQA approved anaphylaxis and asthma management training every 3 years and cardio-pulmonary resuscitation training every 12 months.
- Ensure all staff members know which staff members are First Aid trained.
- Maintain staff files on Smartsheet and SharePoint to ensure up to date copies of First Aid qualifications are stored.
- Ensure a risk assessment is conducted prior to an excursion or regular outing, to identify risks to health, safety, or wellbeing and specify how these risks will be managed and minimised.
- Provide an appropriate number of first aid kits and ensure that they are kept in accordance with Education and Care Services National Regulations and are available at the service, on excursions and in transport.
- Monitor the contents of all first aid kits and arrange replacement of stock when required.
- Ensure a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments.
- Ensure that parents/guardians are notified as soon as practicable (or before the child leaves the service for the day), 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 (see Incident, Injury, Trauma and Illness Policy).
- Ensure parents/guardians are notified when first aid has been administered to their child.
- In the case of a serious incident occurring, ensure the Regulatory Authority are notified within 24 hours via the [NQA-ITS](#).
- Ensure staff are offered support and debriefing after a serious incident requiring the administration of first aid.
- Ensure parents/guardians provide written consent (via the enrolment form) for service staff to administer first aid.
- Ensure parents/guardians provide written consent (via the enrolment form) 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.
- Stay updated on first aid procedures and ensure all staff are informed of any changes.

ALL STAFF WILL:

- Implement appropriate First Aid practices when necessary, as per their recognised training.
- Maintain current ACECQA approved first aid qualification and ACECQA approved anaphylaxis and asthma management training every 3 years and renew cardio-pulmonary resuscitation every 12 months, if this is a requirement of their position.
- Ensure that all children are adequately supervised while providing first aid and comfort a child involved in an incident or suffering trauma.
- Ensure details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record and provide to the Responsible Person who will organise for the parents/guardians to be notified.

FAMILIES WILL:

- Provide written consent (via the enrolment record) for service staff to administer first aid and 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.
- Notify the service upon enrolment of any health care needs of their child, including medical conditions and allergies.
- Provide the service with a medical management plan for their child if required (including asthma and anaphylaxis plans) and ensure these are kept up-to-date (if no expiration date is displayed, plans are to be updated annually).
- Provide medication as required and complete all sections of the Administration of Medication Record.
- Sign Incident, Injury, Trauma and Illness records for their child, acknowledging they have been made aware of what has happened and the first aid treatment that was given to the child (if any).
- Pay for any costs associated with an ambulance call out.
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record.
- Notify the service of any changes to their child's health that may affect their care and require first aid.



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CONTINUOUS IMPROVEMENT/REFLECTION

Our Administration of First Aid Policy will be reviewed annually, or earlier if there are changes to legislation, ACECQA guidance, or any incidents related to the policy. This review will be conducted in consultation with children, families, and staff.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 2	Children participate in decisions affecting them and are taken seriously
Standard 3	Families and communities are informed and involved
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training
Standard 10	Policies and procedures document how the organisation is child safe

NATIONAL QUALITY STANDARD (NQS)

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2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Families are supported from enrolment to be involved in the service and contribute to service decisions.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
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.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Sec. 167	Offence relating to protection of children from harm and hazard
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma, and illness record
88	Infectious diseases
89	First aid kits
90	Medical Conditions Policy
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement – anaphylaxis or asthma emergency
97	Emergency and evacuation procedures
101	Conduct a risk assessment for excursions
102(c)	Conduct a risk assessment for transporting children by the education and care service
136	First aid qualifications
137	Approval of qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168(2)(a)(iv)	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to regulatory authority
183	Storage of records and other documents



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STATUTORY LEGISLATION & CONSIDERATIONS

[Children and Young Persons \(Care and Protection\) Act 1998](#)
[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)
[Education and Care Services National Regulations \(Amended 2023\)](#)
[Work Health and Safety Act 2011](#)

SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
 Australian Children's Education & Care Quality Authority (ACECQA). (2025).
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 Australian Red Cross. [First Aid and Mental Health Training Courses.](#)
 Department of Education. (2019) Incident Notification and Response.
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2025). [Guide to the National Quality Framework.](#)
 Revised National Quality Standard. (Amended 2025).
 St John Ambulance. [First Aid Training.](#)
 Safe Work Australia. [First Aid in the Workplace.](#)

RELATED POLICIES

- Administration of Medication Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- Family Participation and Communication Policy
- Incident, Injury, Trauma and Illness Policy
- Infectious Diseases Policy
- Medical Conditions Policy
- Providing a Child Safe Environment Policy
- Responsible Person Policy
- Safe Transportation of Children Policy
- Sun Safety Policy
- Supervision Policy
- Water Safety Policy

RELATED DOCUMENTS

- First Aid Kit Checklist
- Incident, Injury, Trauma and Illness Record

POLICY REVIEWED	NEXT REVIEW DATE	POLICY REVIEWED BY
OCTOBER 2025	OCTOBER 2026	Charlotte Parnaby
MODIFICATIONS	<ul style="list-style-type: none"> • First Aid and CPR certification is now required based on the employee's role, rather than for all staff • Annual policy maintenance • Updated legislation and other links where necessary 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY REVIEWED BY
AUGUST 2024	<ul style="list-style-type: none"> • New policy format • Child Safe Standards added • Regulation amendments incorporated • Extra information added including: • Administration of First Aid 	Prue Ritchie
JANUARY 2021		Prue Ritchie