

Administration of First Aid Policy



Policy Relevant to:	All educators, Team members, Families
Policy links to:	Administration of First Aid Procedure, Administration of First Aid Guidelines
Last Reviewed:	New
Next Review:	October 2025
NQF:	12, 85, 86, 87, 88, 89, 94, 97, 136, 161, 162
NQS:	2.1.1, 2.1.2, 2.2.1, 2.2.2
National Law:	167

Under the Education and Care Services National Regulations Adventure Patch 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 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.

Purpose

Adventure Patch has a duty of care to provide and protect the health and safety of children, educators, team members and visitors of our services. This policy aims to support educators and team 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.

'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.' (Safe Work Australia).

Implementation

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards, and participation in safety programs.

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.

Adventure Patch is responsible for:

- taking every reasonable precaution to protect children, educators and team members from harm and/or hazards that can cause injury.

- ensuring that there are qualified people in attendance at all times our services.
- appointing a nominated first aid officer.
- providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards [Reg. 89].
- providing and maintaining a transportable first aid kit that can be taken to excursions and other activities [Reg. 89].
- ensuring that first aid training details are recorded and kept up to date on each educator or staff member's record.
- 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 if working in children services.
- keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators and team members are informed of these changes.
- ensuring parents/guardians provide written consent (via the enrolment record) for service staff to administer first aid and to seek medical treatment for their child if required. [Reg 161(1)(a)].

First Aid Kits

Adventure Patch will ensure that service first aid kits are kept in accordance with Education and Care Services National Regulations [Reg. 89] and seek further advice from Worksafe if required.

Related Policies

Child Safe Environment Policy Emergency and Evacuation Policy Enrolment Policy Incident, Injury, Trauma and Illness Policy Responsible Person Policy Safe Transportation Policy	Sick Child Policy Sun Safety Policy Supervision Policy Water Safety Policy Work Health and Safety Policy
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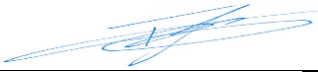
Source

Australian Children's Education & Care Quality Authority. (2014).
 Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines-
Administration of First Aid Policy Guidelines
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (Amended 2023)
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Revised National Quality Standard. (2018).
 Safe Work Australia First Aid in the Workplace Code of Practice: <https://www.safeworkaustralia.gov.au/law-and-regulation/codes-practice>
 Safe Work Australia Legislative Fact Sheets First Aiders
<https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/first-aid>

Review History

Policy Reviewed By:	Service Managers	Scott Norris	October 2023
POLICY REVIEWED	SEPTEMBER 2022	NEXT REVIEW DATE	SEPTEMBER 2023
Modifications	<ul style="list-style-type: none"> New, previously procedure only 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
	<ul style="list-style-type: none"> 		

Signed

CEO:	
Manager:	S. Norris