

# First Aid Policy



<b>Policy Relevant to:</b>	All team members
<b>Policy links to:</b>	First Aid Procedure
<b>Last Reviewed:</b>	February 2024
<b>Next Review:</b>	February 2026
<b>ECS National Law:</b>	S167
<b>ECS National Regulations:</b>	r12, r85, r86, r87, r88, r89, r94, r97, r136, r161, r162
<b>NQS:</b>	2.1.1, 2.1.2, 2.2.1, 2.2.2

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 more serious. Providing prompt basic first aid is particularly important in early childhood education and care settings where team members have a regulated 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, team members and visitors. This policy aims to support 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; and
- Apply additional first aid if the condition does not improve.

## Implementation

First aid is the emergency aid or treatment given to persons suffering illness or injury 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 services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

## Responsibilities

**The Executive Leadership Team** is responsible for:

- Taking every reasonable precaution to protect children and team members from harm or hazards that can cause injury;

- Ensuring that there is a person qualified in CPR, first aid, anaphylaxis and emergency asthma management in attendance at all times in each service;
- Appointing a nominated first aid officer for each service or corporate office location;
- Providing and maintaining an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards;
- Providing and maintaining a first aid kit that can be taken on excursions and other activities;
- Ensuring that first aid training details are recorded and kept up to date on each team member's record;
- Ensuring the induction process for all new staff, including casual and relief staff, includes providing information on the location of first aid kits and specific first aid requirements individual children's allergies and individual medical management plans if working in children's services;
- Keeping up to date with any changes in procedures for the administration of first aid and ensuring that all team members are informed of these changes and
- 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.

**Team Members** are responsible to:

- Apply first aid when necessary, by adhering to Adventure Patch's First Aid Procedure
- Maintain current approved CPR and first aid qualifications (where required), and qualifications in anaphylaxis management and emergency asthma management (also where required)
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- Ensure that the details of any incident requiring the administration of first aid are recorded accurately

**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 as required. Each office or service will display a standardised first aid sign to assist in easily locating first aid kits.

The nominated First Aid Officer at each service is responsible for maintaining kits at their service or office.

**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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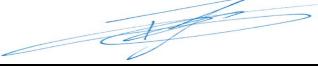
**Source**

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:	Rolfe Brimfield	Manager P&C	February 2024
POLICY REVIEWED	February 2024	NEXT REVIEW DATE	February 2026
Modifications	<ul style="list-style-type: none"><li>• New policy</li></ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
	•		

**Signed**

CEO:	
Manager:	