

# 2.05 ADMINISTRATION OF FIRST AID

QUALITY AREA 2 | VERSION 1.23

## PURPOSE

This policy provides a clear set of guidelines for the administration of first aid at LEVNT EC Services.

## POLICY STATEMENT

### VALUES

LEVNT EC Services are 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, parents/guardians, student educators, volunteers and contractors attending LEVNT EC Services, including during offsite excursions and activities.

### 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* state 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](http://www.acecqa.gov.au). As a demonstration of duty of care and best practice LEVNT 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 that provides guidance on how these obligations can be met.

### DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms refer to the Definitions file of each LEVNT EC policy folder.

**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](http://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](http://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.* The Compliance Code: First aid in the workplace is available at: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Resuscitation flowchart:** Outlines the six steps involved in resuscitation: danger, response, 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/>

## RESPONSIBILITIES

The Approved Provider, persons with management and control, nominated supervisor and/or persons in day-to-day charge are responsible for meeting requirements set out in the table below. Actions which are legislated requirements of the ECEC sector are indicated with **LR**.

|  | Approved Provider and/or persons with management and control | Nominated supervisor and persons in day-to-day charge | Early childhood teachers, educators and all other staff | Nominated first aid officer | Parents, guardians and carers | Contractors, volunteers and those on student placement |
|--|--|---|---|-----------------------------|-------------------------------|--|
| 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 (National Law: Section 167)  | LR   | LR  | ✓   |                             |                               |  |
| Assessing the first aid requirements for the service. A first aid risk assessment (Attachment 1) can assist with this process and be undertaken quarterly as indicated by the LEVNT EC Service Leaders' Annual Compliance Calendar.  | LR   | ✓   |   | ✓                           | ✓                             |  |
| 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 (Regulation 136): <ul style="list-style-type: none"> <li>at least one staff member or one nominated supervisor of the service who holds a current (refer to Definitions) approved first aid qualification</li> <li>at least one staff member or one nominated supervisor of the service who has undertaken current (refer to Definitions) approved anaphylaxis management training</li> <li>at least one staff member or one nominated supervisor of the service who has undertaken current (refer to Definitions) approved emergency asthma management training.</li> </ul> | LR   | ✓   |   |                             |                               |  |
| Ensuring first aid requirements are met when transporting children as part of the education and care service, and must be met in each vehicle (Regulation 136)   | LR   | ✓   | ✓   |                             |                               |  |
| Ensuring that the prescribed educator-to-child ratios are met at all times (refer to Supervision of Children Policy)   | LR   | ✓   | ✓   |                             |                               |  |
| 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   | LR   | ✓   |   |                             |                               |  |
| Advising families that a list of first aid and other health products used by the service is available for their information, that first aid kits can be inspected on request   | ✓  | ✓   | ✓   | ✓                           |                               |  |

|   | Approved Provider and/or persons with management and control | Nominated supervisor and persons in day-to-day charge | Early childhood teachers, educators and all other staff | Nominated first aid officer | Parents, guardians and carers | Contractors, volunteers and those on student placement |
|---|--|---|---|-----------------------------|-------------------------------|--|
| Providing and maintaining an appropriate number of up-to-date, easily recognisable, readily accessible, suitably equipped first aid kits, with in-date products that meet Australian Standards. (Regulation 89)   | LR   | ✓   |   | ✓                           |                               |  |
| Ensuring procedures are developed for the regular monitoring of all first aid kits  | LR   | ✓   |   | ✓                           |                               |  |
| Ensuring defibrillators are maintained and regularly tested and serviced, including cyclical replacement of pads and batteries as per manufacturer specifications   | LR   | ✓   |   | ✓                           |                               |  |
| Ensuring a risk assessment is conducted prior to an excursion or regular outing to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised (Regulations 100, 101, 102B, 102C). <i>Refer to Excursions and Service Events Policy and Road Safety and Safe Transport Policy</i> | LR   | ✓   | ✓   |                             |                               |  |
| Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities  | LR   | ✓   | ✓   | ✓                           |                               |  |
| Ensuring that the Ambulance Victoria How to Call Card is displayed near all telephones or in a visible location.  |  | ✓   | ✓   | ✓                           |                               |  |
| Ensuring that first aid training details, and renewal dates are recorded on each staff member's record (Regulation 146, 147)  | LR   | ✓   |   |                             |                               |  |
| Ensuring safety signs showing the location of first aid kits are clearly displayed (Regulation 89)  | LR   | ✓   |   | ✓                           |                               |  |
| 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  | LR   | ✓   |   |                             |                               |  |
| 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   | LR   | ✓   | ✓   |                             |                               |  |
| Notifying DE within 24 hours of a serious incident occurring at the service   | LR   | ✓   |   |                             |                               |  |
| 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)  | ✓  | ✓   |   |                             |                               |  |
| Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service  | ✓  | ✓   |   | ✓                           |                               |  |
| Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes   | ✓  | ✓   |   |                             |                               |  |
| Implementing appropriate first aid procedures when necessary  |  | ✓   | ✓   | ✓                           |                               |  |
| Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required  |  | LR  | LR  | LR                          |                               |  |
| Practicing CPR and administration of an auto-injector at least annually (in accordance with other service policies)   |  | LR  | LR  | LR                          |                               |  |
| 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  | LR   | ✓   | ✓   |                             |                               |  |

|  | Approved Provider and/or persons with management and control | Nominated supervisor and persons in day-to-day charge | Early childhood teachers, educators and all other staff | Nominated first aid officer | Parents, guardians and carers | Contractors, volunteers and those on student placement |
|--|--|---|---|-----------------------------|-------------------------------|--|
| Ensuring that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record no later than 24 hours after the occurrence (refer to Incident, Injury, Trauma and Illness Policy)   | LR   | ✓   | ✓   |                             |                               |  |
| Ensuring the parent/guardian reads and signs the Incident, Injury, Trauma and Illness Record   |  | ✓   | ✓   |                             | ✓                             |  |
| Notifying the Approved Provider or nominated supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training   |  | ✓   | ✓   | ✓                           |                               |  |
| Ensuring all out of date first aid kit contents are disposed of safely   | ✓  | ✓   | ✓   | ✓                           |                               |  |
| Providing the required information on the service's medication record when a child requires administration of medication (refer to Administration of Medication Policy)  |  |   |   |                             | LR                            |  |
| 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. (refer to Asthma Policy and Anaphylaxis Policy) |  |   |   |                             | LR                            |  |
| Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required  |  |   |   |                             | LR                            |  |
| 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   |  |   |   |                             | ✓                             |  |

## 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))

## AUTHORISATION & REVIEW

This policy was adopted by Lutheran Education VIC, NSW, TAS and ACT Ltd as the Approved Provider on 29 September 2023.

**REVIEW DATE** February 2026 or earlier as required.

## ATTACHMENTS

### ATTACHMENT 1: FIRST AID RISK ASSESSMENT FORM

|     |   |                                     |  |                                   |  |  |
|-----|---|-------------------------------------|--|-----------------------------------|--|--|
| 1.  | How many people work at the service (estimate for most days)?   |                                     |  |                                   |  |  |
| 2.  | How many children are enrolled at the service (write the number)?   |                                     |  |                                   |  |  |
| 3.  | Do people regularly work in the service after hours?  |                                     |  |                                   |  |  |
| 4.  | Do people work on their own after hours, including on weekends? If yes, approximately how many, how often and for how long at any one time?   |                                     |  |                                   |  |  |
| 5.  | Describe the nature of incidents, injuries or illnesses that have occurred in the service over the last 12 months (if possible, attach a summary of the incident reports)   |                                     |  |                                   |  |  |
| 6.  | Where is the nearest medical service and how long would it take to get an injured person to this service?   |                                     |  |                                   |  |  |
| 7.  | Where is the nearest major hospital with accident and emergency services in operation during service hours? How long would it take to get an injured person to this hospital?   |                                     |  |                                   |  |  |
| 8.  | What type of, and how many, first aid kits are available at the service?  |                                     |  |                                   |  |  |
| 9.  | Are the contents of first aid kits complete and up to date as per the contents list?  |                                     |  |                                   |  |  |
| 10. | Where are the first aid kits located?   |                                     |  |                                   |  |  |
| 11. | How many current first aid officers are there at the service? (List the number, approved first aid qualifications and qualification expiry dates)   |                                     |  |                                   |  |  |
| 12. | Identify and list specific hazards and where they may be located  | <b>Hazards</b><br>Cleaning products |  |                                   | <b>Location</b><br>Storeroom           |  |
| 13. | Are there any specific hazards or health concerns that require specific first aid kits or treatment (such as anaphylaxis, asthma etc.)? If yes, list the particular hazards or health concerns and where the specific first aid requirements are kept | <b>Hazards /health concerns</b>     | <b>Specific first aid requirements</b> | <b>Specific training required</b> | <b>Staff have appropriate training</b> | <b>Location of first aid equipment</b> |
| 14. | Is there an induction process for all new staff that includes location of first aid kits, specific first aid requirements and so on?  |                                     |  |                                   |  |  |

## REFERENCES

### LEGISLATION & STANDARDS

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Education and Care Services National Law Act 2010: Sections 167, 169
- Education and Care Services National Regulations 2011: Regulations 86, 87, 89, 98, 136, 137(1)(e), 147, 161(1) (a)(i) (ii), 168(2)(a)(iv), 174, 175, 176,
- National Quality Standard, Quality Area 2: Children’s Health and Safety
- Occupational Health and Safety Act 2004 (VIC)
- Work Health and Safety Act 2011 (NSW)

### SOURCES

- Ambulance Victoria: [www.ambulance.vic.gov.au](http://www.ambulance.vic.gov.au)
- NSW Ambulance: [www.ambulance.nsw.gov.au](http://www.ambulance.nsw.gov.au)
- Australian Children’s Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- Australian Red Cross: [www.redcross.org.au](http://www.redcross.org.au)
- St John Ambulance Australia (Vic): [www.stjohnvic.com.au](http://www.stjohnvic.com.au)
- St John Ambulance NSW: [www.stjohnnsw.com.au](http://www.stjohnnsw.com.au)
- First aid in the workplace (Vic): [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)
- First aid in the workplace (NSW): [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

### RELATED POLICIES

- 1.01 Excursions and Service Events
- 2.06 Incident, Injury, Trauma and Illness
- 2.07 Dealing with Infectious Diseases
- 2.08 Dealing with Medical Conditions
- 2.09 Emergency and Evacuation
- 2.11 Providing a Child Safe Environment
- 2.13 Road Safety and Safe Transport
- 2.15 Administration of Medication
- 2.16 Anaphylaxis
- 2.17 Asthma
- 2.18 Diabetes
- 2.19 Epilepsy
- 3.02 Occupational Health and Safety
- 4.04 Staffing