C.a.F.E Enfield
Children's Centre
for Early Childhood
Development and Parenting

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Policy No: CE-POL-019/3/2013

Administration of First Aid – First Aid will be administered as necessary by educators that hold a current approved first aid certificate.

Custodian: Management Committee

Custodian Contact: dl.5363.administration@schools.sa.edu.au

Version No: 3

Approved By:
Burcu Subasi
Chairperson

On behalf of the Management Committee.

Approval Date: 28/10/26

Next Review Date: 28/10/29

Supersedes:
Administration of First Aid Policy Version 2.3

1 Purpose:

The safety, rights, wellbeing and best interests of children is the paramount consideration in the operation of our service and in the delivery of education and care to children.

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.

2 Scope:

Approved Provider *(note that this service has 2 Approved Providers-Department for Education & the Management Committee of the Children's Centre)*
Nominated Supervisor
Responsible Person on Duty
Educators
Children & Families
Students & Volunteers

3 Supporting Documents:

DfE Work Health and Safety Policy
Accident Prevention Policy
Child Health Policy
Incident, Injury, Trauma and Illness Policy
Guidelines for Reporting Accidents/Incidents
Procedure for completing blue IITI Record
Procedure for completing green Medication record
Incident, injury, trauma and illness record
Medication Policy
Procedure for Administering Medication
Procedure for Reporting to ACECQA/DfE (in office)
Procedure for cleaning up bodily fluids

4 Policy Details:

This policy will cover the roles and responsibilities of:

- Approved provider and Nominated Supervisor
- the nominated First aid officer
- Responsible Person on Duty
- Early childhood educators
- Parents and guardians

First aid will be administered by trained educators who hold current, ACECQA-approved first aid qualifications, including CPR, anaphylaxis and asthma management.

Our Centre will maintain adequate first aid supplies that are regularly checked, restocked, and readily accessible in all areas of the service, including during excursions.

In the event of an incident, injury or medical emergency, educators will:

- respond immediately, calmly and respectfully,
- administer appropriate first aid in accordance with their training
- seek further medical assistance where required, including contacting emergency services
- notify parents /carers as soon as practical
- record all incidents, injuries, trauma, and illnesses in the log
- protect children's dignity and privacy, and provide reassurance while maintaining active supervision of all children.

Note: First aid training should be delivered by approved first aid providers, and a list of approved qualifications is published on the ACECQA website: www.acecqa.gov.au/qualifications/approved-first-aid-qualifications

The Need for an Ambulance

Where there is any doubt about the seriousness of a child's condition, educators will call 000 and follow emergency service advice.

The Centre maintains Ambulance cover so that if a child needs to be transported to hospital by ambulance there is no cost to the family

Where educators reasonable believe emergency medical treatment is required, emergency services will be contacted immediately. This decision cannot be delayed by inability to contact a parent or because a parent requests ambulance not be called.

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 procedures must always be adhered to:

- cover cuts and abrasions with waterproof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids;
- 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;
- wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.
- Keep children away from blood, vomit, urine, faeces or other bodily fluids until the area is cleaned and safe
- Dispose of contaminated materials safely in a sealed bag or appropriate waste container
- Clean & disinfect affected surfaces and equipment after first aid has been provided

5 Roles and Responsibilities

Role	Authority/ Responsibility for
Approved Provider & Nominated Supervisor	• Ensuring that all educators' approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA. • 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 • Ensuring first aid training details are recorded on each staff member's record • Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes • Ensuring that at least one educator with current approved first aid qualifications, including anaphylaxis management training and emergency asthma management training, is in attendance and immediately available at all times that children are being educated and cared for by the service. • Appointing a **nominated first aid officer**. This is a legislative requirement where there are 10 or more employees. • Ensuring an appropriate number of first aid kits are kept. (including portable kits that can be taken off site during evacuations, excursions and local walks). The kits must be suitably equipped, easily recognisable, and readily accessible to educators, having regard to the design of the service premises and any requirements for excursions and/or transportation of children, where applicable • Ensuring the Centre maintains 2 general use emergency anaphylaxis & asthma kits are available and fully stocked. (1 kit must remain at the Centre at all times & 1 kit can be used for off-site excursions and local walks). • 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 • Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service • Notifying the regulatory authority (ESB) & Department for Education of any serious incidents (as defined in Section 7 of this policy). This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident. • Ensuring Staff are offered support and debriefing following a serious incident requiring the administration of first aid • Ensuring ambulance cover (paid for by the Centre) is maintained and current at all times • Ensuring educators are aware of and follow relevant policies and procedures at time of induction and whenever policies are updated.
Nominated First Aid Officer	• Maintaining a current approved first aid qualification • maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards, monitoring the contents of all first aid kits and arranging replacement of stock, including when the use-by date has been reached • Responsible for quarterly audits of all first aid kits and emergency packs.

	• Providing and maintaining portable first aid kits that can be taken offsite for excursions and other activities • Disposing of out-of-date materials appropriately • Ensuring safety signs showing the location of first aid kits are clearly displayed • Keeping up to date with any changes in the procedures for the administration of first aid

Responsible Person on duty	The **Responsible Person on duty** will:
	  • respond to staff seeking assistance when dealing with a serious incident or trauma.
	  • Notify the nominated supervisor as soon as possible
	• Follow the procedure for notifying the regulatory authority & Department for Education in the event of a serious incident (as defined in Section 7 of this policy)

Early Childhood Educators	• Implementing appropriate first aid procedures when required • Maintaining current approved first aid qualifications, including anaphylaxis management and emergency asthma management, as required • Practicing CPR and the administration of an auto-adrenaline injector device annually • Ensuring that all children are adequately supervised while providing first aid, and providing comfort for a child involved in an incident or suffering trauma • Ensuring that the full details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record • Conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised • Follow all policies and procedures of the Centre • All head injuries will be communicated to families promptly by telephone, monitored closely, documented and managed in accordance with the service procedures • Ensure Incident, injury, trauma and illness records are factual, objective and completed as soon as practicable, including time, location, first aid provided, persons involved and notifications made. • Where practicable, the educator who witnesses the incident should complete or contribute to the incident record to support accurate documentation
Families	• Informing the service of their child's particular health requirements and providing any relevant paperwork to the service such as immunisation status, medication agreements, Health Care Plans etc. • Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required • 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. • Be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation • If needed, collect their child as soon as possible when notified of an incident, injury, trauma or illness that required first aid • Acknowledge & sign the incident, injury, trauma and illness record in accordance with legislative requirements.

6 Procedures

The initial care response to an illness or injury:

Anyone can and should provide an initial, first aid response in the following manner:

- Ensure the safety of yourself and others first, then the casualty
- Call for help,
    - Alert another educator that an injury has occurred. (If you are not a qualified first aider – hand over immediately to the qualified first aider and relay the incident to them).
- Organise educators to relocate children to another area and help to supply the first aiders with any equipment they may require
    - Determine the extent of the injury and apply appropriate first aid as required.
    - **Do not hesitate** to call for an ambulance if it is in the best interest of the casualty.
    - If an ambulance is required **Dial 000,** tell them our location, the casualty's condition and answer any other questions.
- For serious injuries/incidents- Communicate with the Responsible Person on Duty so they are aware of the incident and progress
- Inform the parents or emergency contacts as soon as possible. **For all injuries to the face,head or mouth telephone the parents to inform them.**

After the casualty has been attended to, the necessary incident reporting procedures must be followed:

- Complete the incident, injury, trauma and illness record
- The Responsible Person on Duty **must report** a Serious Incident to ACECQA and DfE within 24 hours of the incident. (Refer to reporting procedures in the office)

7 Related Legislation and Regulations

Education and Care Services National Law Act 2011

Education and Care Services National Regulations 2011:

Reg 12 meaning of a Serious Incident

For the purposes of the definition of ***serious incident*** in section 5(1) of the Law, each of the following is prescribed as a serious incident—

(a) the death of a child—

(i) while that child is being educated and cared for by an education and care service; or

(ii) following an incident occurring while that child was being educated and cared for by an education and care service;

(b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service—

(i) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or

(ii) for which the child attended, or ought reasonably to have attended, a hospital;

Example—A broken limb.

(c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;

Example—Severe asthma attack, seizure or anaphylaxis reaction.

(d) any emergency for which emergency services attended;

(e) any circumstance where a child being educated and cared for by an education and care service—

(i) appears to be missing or cannot be accounted for; or

(ii) appears to have been taken or removed from the education and care service premises in a

manner that contravenes these Regulations; or
(iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

Reg 85 Incident, injury, trauma and illness policies and procedures
Reg 86 Notification to parents of Incident, injury, trauma and illness
Reg 87 Incident, injury, trauma and illness records
Reg 89 First Aid Kits
Reg 90 Medical Conditions Policy
Reg 91 Medical Conditions Policy to be given to parents
Reg 92 Medication Record
Reg 93 Administration of Medication
Reg 94 Exception to authorisation requirement- anaphylaxis or asthma emergency
Reg 101 Conduct of risk assessment before excursion
Reg 136 First Aid qualifications
Reg 137 Approval of qualifications
Reg 168(2)(a)(iv) Education and care service must have policies and procedures in relation to the administration of first aid
Reg 170 Policies to be followed
Reg 176 Time to notify certain information to Regulatory Authority

8 Definitions of Terms:

Term	Meaning
ACECQA	Australian Children's Education and Care Quality Authority The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children. Source: acecqa.gov.au
CPR	Cardio-Pulmonary Resuscitation
Educators	at this site, the term 'educators' refers to all Children's Centre staff including ancillary staff such as cooks and admin
ESB	Education Standards Board
Incident 360	Department for Education's online Incident reporting system
NQA ITS	National Quality Authority Information Technology Service. The online reporting system for notifications to the Education Standards Board

9 References:

Education and Care Services National Regulations 2020, accessed on-line 15/9/26 at url: https://www.legislation.nsw.gov.au

ACECQA, The Administration of first aid Policy & procedure guidelines, March 2026, accessed online 15/9/26 at url: https://www.acecqa.gov.au/sites/default/files/2026-03/The%20administration%20of%20first%20aid.pdf

CELA , Sample Policy- Administration of First Aid, June 2026

10 Review Strategy and History:

Review should be conducted every 3 years to ensure compliance with this procedure

Version No.	Reviewed By	Approved By	Approval Date	Notes
1	Staff, Parents Management Committee	Liam Fudali chairperson	23/05/13	New Policy
1.1	Staff Management Committee	Maud Giles chairperson	21/5/14	Minor amendment
2	Staff Management Committee	Josephine Salisbury chairperson	15/6/16	Added definition of serious incident Minor amendments Updated referencing
2.1	Staff, Parents Management Committee	Melissa Smithen chairperson	12/12/18	Added Section 7 Regulations & Legislation Minor wording changes Administrative edit including format Updated referencing & review history
2.2	Educators, Parents Management Committee	Alison Cooksley Acting chairperson	25/11/20	Minor wording changes Updated referencing & review history
2.3	Educators, Parents Management Committee	Amelia Thiele Chairperson	12/4/23	Minor wording changes Administrative edit including hyperlink updates Updated referencing & review history Changed review period to 3 years
3	Educators, Parents Management Committee	Burcu Subasi Chairperson	28/10/26	Inserted Paramount Consideration statement Administrative edit including hyperlink updates Inserted section on need for an ambulance, and infection & prevention Minor additions and changes to roles and responsibilities Updated referencing & review history