

ADMINISTRATION OF FIRST AID POLICY & PROCEDURE

Policy Statement

Fun 4 U Helensburgh OSHC is committed to ensuring the health, safety and wellbeing of all children, educators, families, and visitors by providing immediate and effective first aid when required. Our educators recognise that prompt first aid can prevent minor injuries or illnesses from becoming serious and, in extreme cases, can save lives. We aim to maintain a safe environment where all staff are trained, confident, and capable of responding calmly and efficiently to incidents, injuries, and medical emergencies. We ensure that first aid practices within the service are consistent with the *Education and Care Services National Law and Regulations*, *Safe Work Australia's First Aid in the Workplace Code of Practice*, and ACECQA-approved standards. The service maintains well-equipped first aid kits, ensures staff qualifications are current, and provides clear procedures for managing medical emergencies and notifying families and authorities.

Background

Under the *Education and Care Services National Regulations* (Reg. 168), approved providers must ensure appropriate policies and procedures are in place for the administration of first aid. In an Out of School Hours Care (OSHC) environment, children may engage in a wide variety of physical and recreational activities, which increases the likelihood of minor injuries. Educators, therefore, have a legal and ethical responsibility to provide timely and effective first aid, ensuring the safety and comfort of every child in their care.

This policy outlines the procedures for administering first aid, maintaining equipment, training staff, and recording and reporting incidents. It supports a proactive approach to injury prevention, emergency preparedness, and communication between educators, families, and health professionals. By embedding first aid awareness into daily practice, Fun 4 U Helensburgh OSHC ensures that every child feels safe, supported, and cared for in all circumstances.

Legislative Requirements and links to the National Quality Framework

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
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 LAW AND NATIONAL REGULATIONS	
S. 167	Offence relating to protection of children from harm and hazard
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parent of incident, injury, trauma or 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
101	Conduct of risk assessment for excursion
102 (C)	Conduct of risk assessment for transporting children by 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	Education and care services must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change of policies or procedures
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

Definitions of Key Terms used in the Policy

TERM	MEANING	SOURCE
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.	ACECQA
Approved anaphylaxis management training	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website .	National Regulations (Regulation 136)
Approved emergency asthma management training	Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website . (Reg. 94)	National Regulations (Regulation 136)
Approved first aid qualification	A qualification approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website with content such as: Emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device. (Reg. 137)	National Regulations (Regulation 136)
Communications plan	A plan that outlines how relevant educators, staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child. It also sets out how families can communicate any changes to the medical management plan and risk minimisation plan for the child.	National Regulations (Regulation 90)
“Current”	To be considered current, the following qualifications are taken to be current if the qualification was attained or the training was undertaken within the previous three years: a. Approved first aid qualifications (except for a qualification that relates to emergency life support and cardio-pulmonary resuscitation which must be completed within the previous year) b. Approved anaphylaxis management training c. Approved emergency asthma management training Approved providers have until 1 April 2024 for any necessary training to be undertaken to ensure first aid	National Regulations (Regulation 136)

	qualifications and anaphylaxis and asthma management training is current, as per the above timeframes. Please check the legislation for commencement dates in Western Australia.	
Emergency	An incident, situation or event where there is an imminent or severe risk to the health, safety, or wellbeing of a person at the service. For example, a flood, fire, or a situation that requires the service premises to be locked down.	Guide-to-the-NQF-250901.pdf – Quality Area 7
First Aid	Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website .	First aid Safe Work Australia
Health information	Health information about each child must be kept in their enrolment record. This includes: - the contact details of their registered medical practitioner - their Medicare number (if available) - their specific healthcare needs and allergies (including anaphylaxis) - any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed - any dietary restrictions - their immunisation status - whether a child health record has been sighted.	National Regulations (Regulation 161 & 162)
Medical management plan	Individual medical management plans can be provided by a child's family and may be required by the service before the child is enrolled. It is best practice for the family to consult with the child's medical practitioner in the development of the plan and for the practitioner's advice to be documented.	Guide-to-the-NQF-250901.pdf – Quality Area 2
Medications	Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website .	Education and Care Services National Regulations (2011 SI 653) - NSW Legislation - Definitions
Medication Record	A record to be kept for each child to whom medication is to be administered by the service. Details to be recorded: - the child's name - the authorisation to administer medication - the name of the medication - the date and time the medication was last administered - when the medication should be next administered - the dosage to be administered - the manner in which it is to be administered - details once it is administered.	National Regulations (Regulation 92)
Risk Minimisation Plan	A plan developed with a child's parents to ensure that: - the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised - practices and procedures in relation to the safe handling, preparation, consumption, and service of food are developed and implemented (if relevant)	National Regulations (Regulation 90)

	- practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented (if relevant) - practices and procedures ensuring that all educators, staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented - practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented (if relevant).	
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Principles that inform the policy

Roles and Responsibilities

Approved Provider	- Ensure that obligations under the Education and Care Services National Law and National Regulations are met. - Take reasonable steps to ensure that the nominated supervisor, educators, staff and volunteers follow the policy and procedures Centre-based service: - Ensure at least one educator, staff member or nominated supervisor is in attendance and immediately available in an emergency who: - holds a current approved first aid qualification »has undertaken current approved anaphylaxis management training. - has undertaken current approved emergency asthma management training - Ensure an appropriate number of first aid kits are kept, having regard to the number of children at the service. The kits must be suitably equipped, easily recognisable, and readily accessible to adults having regard to the design of the service premises and any requirements for excursions and/or transportation of children, where applicable. (Reg. 101) OR Premises on school site:
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	• Ensure at least one school staff member is in attendance and immediately available in an emergency who: - holds a current approved first aid qualification - has undertaken current approved anaphylaxis management training - has undertaken current approved emergency asthma management training. • Ensure an appropriate number of first aid kits are kept, having regard to the number of children at the service. The kits must be suitably equipped, easily recognisable, and readily accessible to adults having regard to the design of the service premises and any requirements for excursions and/or transportation of children, where applicable. (Reg. 102 (c))
Nominated Supervisor/ Responsible Person	• Implement The administration of first aid policy and procedures. (Reg 170) • Ensure at least one educator or staff member holds current approved first aid qualifications and is in attendance at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation. • Ensure an appropriate number of first aid kits are kept, having regard to the number of children at the service, and they are suitably equipped, easily recognisable and readily accessible to adults having regard to the design of the service premises. • Ensure an appropriate number of suitably equipped first aid kits are taken on excursions. • Monitor and maintain stock in first aid kits. • Support educators and staff to maintain their current first aid qualifications. • Ensure parents are promptly informed when an incident, injury, trauma and illness record has been completed and the steps taken. (Reg. 86)
Educators	• Implement The administration of first aid policy and procedures. • Maintain current approved first aid qualifications.

	• Seek further medical attention if required after first aid has been administered. • Record information as soon as possible, and within 24 hours after the incident, injury, trauma or illness, in the Incident, injury, trauma and illness record (including any first aid administered), and ensure families are appropriately notified • Ensure an appropriate number of suitably equipped first aid kits are taken on excursions. • Monitor and maintain stock in first aid kits. • Be aware of children attending the service with allergies and their attendance days and apply this knowledge when providing first aid. • While attending to a child requiring first aid, ensure other children are adequately supervised.
Families	• Provide authorisation in their child's enrolment form for the approved provider, nominated supervisor or an educator to seek medical treatment for their child from a registered medical practitioner, hospital or ambulance service and, if required, for transportation by an ambulance service. • Be aware that medication may be administered to their child in the case of anaphylaxis or asthma emergency without their authorisation. • Notify the service upon enrolment of any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed. • Ensure any medical management plans at the service are kept up-to-date. • If needed, collect their child as soon as possible when notified of an incident, injury, trauma or illness that required first aid. • Be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention • Notify educators or staff if there has been a change in the condition of the child's health, or of recent accidents or incidents

	that may impact the child's care and require the administration of first aid. • Sign the <i>Incident, Injury, Trauma and Illness Record</i> acknowledging they have been made aware of the incident and the first aid that treatment that was given to the child
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Incident, Injury, Trauma and Illness Record

All incidents, injuries, trauma, or illnesses that occur at Fun 4 U Helensburgh OSHC must be promptly recorded and stored appropriately (Reg. 85, 87 & 183). This includes all instances where first aid has been administered.

Each record must include the following details:

- The **name and age of the child** involved
- The **circumstances** leading to the incident, injury, trauma, or illness, including any symptoms observed
- The **time and date** the incident occurred
- **Actions taken** by the OSHC Service, including any medication administered, first aid provided, or medical personnel contacted
- The **details of any witnesses**
- The **names of persons notified** (or attempts made to notify them), along with the **time and date** of notification
- The **signature of the staff member** completing the record, including the **time and date** the entry was made

This documentation ensures transparency, compliance with regulations, and effective communication between educators, families, and regulatory authorities.

First Aid Kit

The Approved Provider will ensure that first aid kits are maintained in compliance with Education and Care Services National Regulation. (Reg. 89)

All first aid kits at Fun 4 U Helensburgh OSHC must:

- Be **suitably equipped** for the immediate treatment of injuries
- **Not be locked** and remain **easily accessible** to staff and educators
- **Not contain paracetamol** or other over-the-counter medications

- Be **appropriate in size and contents** for the number of children and educators at the service
- Be **constructed from durable, dustproof material** with adequate internal compartments and a secure seal
- Display a **white cross on a green background** with the words 'First Aid' clearly visible
- Contain a **complete list of contents**
- Be **regularly checked** using the First Aid Kit Checklist to ensure contents are fully stocked, in good condition, and within expiry dates
- Include **emergency telephone numbers** and **contact details of first aid-qualified educators**, including photographs for easy identification
- Be **provided on each floor** of multi-level premises and in each **work vehicle**
- Be **readily available** and **taken on all excursions and outdoor activities**, including precautionary items such as sunscreen and water
- Be **maintained in clean, serviceable condition** and restocked immediately following any use

Our nominated First Aid Officer Responsible for maintaining all First Aid Kits at our centre is:

First Aid Officer	
Name	Debbie Waters
Role	Nominated Supervisor/ Responsible Person
Number of First Aid Kits Responsible for at the Service:	3
Additional First Aid Officer:	Annette Potter

Designated first aid officers are responsible for inspecting, maintaining, and replenishing all first aid kits in accordance with the *First Aid Kit Checklist*. They must ensure that each kit:

- Contains the required quantities and types of items;
- Includes only products that are within their expiry dates; and
- Has all sterile items sealed and in good condition.

These checks will be completed after each use of a first aid kit, or if unused, at least once annually.



In collaboration with the Nominated Supervisor, first aid officers will also review whether the contents of each kit remain suitable and effective for the specific hazards and types of injuries identified at the Service. Where additional or specialised supplies are needed, they will advise the Nominated Supervisor and ensure follow-up action is taken promptly. Therefore, due to the location of Fun4U being in close proximity to bush land, a snake first aid kit is readily available.

To support quick identification in an emergency, **clearly visible first aid signage** will be displayed throughout the OSHC environment. All signage will comply with *AS 1319:1994 – Safety Signs for the Occupational Environment*.

First Aid Kit Checklist

Our OSHC Service uses a checklist that remains in the first aid kits. The checklist review is completed annually and after the kit has been used to ensure first aid kits are equipped and maintained. We will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at our OSHC Service and what injuries children or adults may incur. We will review our incident, injury, trauma and illness records to assist us in making an informed decision about what to include.

Administration of First Aid Procedures

The Approved Provider, Nominated Supervisor and First Aid Officer will ensure:

1. The *First Aid Policy* is reviewed annually to ensure educators remain aware of their responsibilities during a medical emergency.
2. At all times, at least one educator who holds approved first aid, anaphylaxis, and asthma management qualifications is present at the Service.
3. A **First Aid Certificate Register** is maintained, recording educator qualifications and expiry dates. Educators will be reminded in advance when their certification requires renewal.
4. All first aid kits are **fully stocked, regularly checked (every 6 months)**, and replenished as needed. Expired items will be disposed of safely.
5. First aid kits are located in clearly labelled and easily accessible areas within the Service and taken on all excursions, including regular transportation.
6. Each Service vehicle has a **fully stocked first aid kit** at all times.
7. Parents/guardians acknowledge on the enrolment form that in the case of an anaphylaxis or asthma emergency, trained educators will administer emergency first aid and prescribed medication.
8. Families will be notified **as soon as practicable, and within 24 hours**, if their child receives emergency first aid.

Emergency Response Procedures

1. The educator witnessing or responding to a medical emergency will:
 - Assess the situation and begin administering first aid.
 - If untrained, immediately notify the First Aid Officer and assist where appropriate.
2. First aid will be delivered following **DRSABCD**:
 - **Danger**
 - **Response**
 - **Send for Help**
 - **Airway**
 - **Breathing**

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- CPR
 - Defibrillation
3. Emergency services will be contacted immediately by dialling **000** if required.
 4. Medical emergencies requiring urgent response may include (but are not limited to):
 - Breathing difficulties
 - Chest pain or tightness
 - Severe bleeding or burns
 - Loss of consciousness or collapse
 - Head, neck, or back injury
 - Anaphylaxis or asthma attack
 - Seizures or convulsions
 - Serious accident or fall
 - Poisoning or bites/stings
 5. The Nominated Supervisor/Responsible Person will:
 - Ensure other children are removed from the area if needed.
 - Arrange for an educator to meet emergency services at the Service entrance.
 - Allocate adequate supervision for all children during the emergency.
 - Arrange for an educator to accompany the child to hospital if required, while maintaining ratios at the Service.
 6. The child's **medical management plan, action plan, or enrolment medical details** will be followed when responding to specific medical conditions (e.g., asthma, anaphylaxis, diabetes).
 7. Families or emergency contacts will be informed immediately, and asked to either:
 - Collect the child from the Service, or
 - Meet the ambulance at the hospital.
 8. All details of the incident will be recorded in the **Incident, Injury, Trauma and Illness Record**, and the Regulatory Authority notified within **24 hours** of any serious incident.
(Reg. 176)

Minor Illness, Injury or Incident

1. Educators will provide immediate first aid and monitor the child closely.
2. If symptoms of contagious illness appear (vomiting, diarrhoea, fever, rashes), the child will be cared for in a quiet supervised space until collected by a parent.
3. Families will be contacted if:
 - The child is not well enough to participate in normal activities, or
 - Medical attention is advised.
4. Records of all minor injuries or illnesses will be completed and signed by families on collection.
5. Any serious illness or injury will be reported to the parent and Regulatory Authority within 24 hours.

Calling for an Ambulance

1. Educators have a **duty of care** to call an ambulance immediately if a child requires urgent medical attention.
2. **When calling 000**, educators will provide:
 - The Service address and nearest cross street
 - Details of the incident
 - Number of people injured
 - The child/person's age, gender, consciousness and breathing status
3. The Responsible Person will:
 - Arrange for a staff member to meet paramedics and escort them to the child.
 - Ensure any medical plans, medication, or relevant health information is available for paramedics.
 - Notify families as soon as practical.
 - Complete all required records, ensuring the parent signs the report within 24 hours.
4. The Approved Provider/Nominated Supervisor will notify the Regulatory Authority within 24 hours via **NQA ITS** if the incident is categorised as a serious injury, illness, trauma, or medical emergency.

Induction and Ongoing training

Induction

All new educators, staff, students, and volunteers will participate in an induction program before commencing work with children. The purpose of induction is to ensure that all staff understand their responsibilities, the philosophy of the Service, and the policies and procedures that maintain a safe, supportive, and child-focused environment.

Induction will include:

- An overview of the Education and Care Services National Law and National Regulations.
- Familiarisation with the OSHC Service philosophy, values, and expectations.
- Introduction to key policies and procedures including:
 - Child Protection and Child Safe Environment
 - Health, Safety and Wellbeing (including Infectious Diseases (Reg. 88), Medication, Asthma/Anaphylaxis/Diabetes Management)
 - Delivery and Collection of Children
 - Emergency and Evacuation Procedures
 - Behaviour Guidance and Inclusion
- Workplace Health and Safety obligations and reporting procedures.
- Procedures for supervision, ratios, and duty of care.
- Code of Conduct and expectations regarding professional behaviour.
- Orientation to the physical environment, including exits, first aid stations, storage of medication, and emergency equipment.
- Introduction to record keeping requirements (attendance records, incident reports, medication forms, etc.).
- Identification of roles of the Approved Provider, Nominated Supervisor, Responsible Person, and Educators.
- Verification of Working With Children Check (WWCC), qualifications, and immunisation requirements.

All new staff will be required to read, understand, and sign that they have received the Induction Pack, including a copy of relevant Service policies and procedures.

Ongoing Training and Professional Development



All educators, staff, and volunteers at our OSHC Service will receive comprehensive induction training that includes information about the *Administration of First Aid Policy and Procedure* prior to commencing employment. This ensures that all individuals are aware of their responsibilities, the location of first aid kits, and the correct procedures to follow in the event of an injury, incident, or medical emergency.

As part of the induction process, new staff will be informed of:

- The location of first aid kits, emergency equipment, and emergency contact lists.
- The identity and responsibilities of current first aid–qualified educators.
- Procedures for recording and reporting incidents, injuries, trauma, and illness.
- The process for maintaining confidentiality and complying with recordkeeping requirements.

Ongoing training and refresher courses will be provided to ensure educators and staff maintain current skills and knowledge in accordance with *Education and Care Services National Regulation 136(1)*. This includes:

- Renewal of First Aid Qualifications every three (3) years.
- Renewal of CPR Training every 12 months.
- Regular updates on first aid procedures, policy changes, and best practice guidelines shared during staff meetings, professional development sessions, and safety briefings.

The Approved Provider and Nominated Supervisor will maintain up-to-date records of all first aid training and ensure at least one educator with a current first aid qualification is present at all times children are in attendance, including during excursions and transportation.

Monitoring Evaluation and Review

At Fun 4 U, we proactively monitor updates from ACECQA and Childcare Centre Desktop to ensure our *Administration of First Aid Policy & Procedure* remains current and compliant. The policy is reviewed at least annually, in consultation with families, staff, educators, and management, to reflect best practices and evolving regulatory requirements. In addition to this, our policies are made readily available to families on our Facebook page and next to our sign in and out register we have a poster with a QR code that links to all of our policies. (Reg 171 & 172)

Links to other policies/ resources

Related Polices	Child Care Centre Desktop Polices
Acceptance and Refusal of Authorisations Policy Administration of Medication Policy Dealing with Infectious Diseases Policy Dealing with Medical Conditions Policy Emergency and Evacuation Policy Enrolment and Orientation Policy Excursions and incursions Policy Family Communication Policy Incident, Injury, Trauma and Illness Policy Providing a Child Safe Environment Policy Supervision Policy Sun Protection Policy Water Safety Policy	Administration of Medication Policy Anaphylaxis Management Policy Asthma Management Policy Child Safe Environment Policy Dealing with Infectious Diseases Policy Diabetes Management Policy Emergency and Evacuation Policy Enrolment Policy Epilepsy Management Policy Family Communication Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Responsible Person Policy Record Keeping and Retention Policy Safe Transportation Policy Sun Safety Policy Supervision Policy Water Safety Policy Work Health and Safety Policy

Sources

- Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)
- Australian Children’s Education & Care Quality Authority. (2025). [Managing and Responding to Injury, Trauma and Illness Incidents](#)
- Australian Children’s Education & Care Quality Authority. (2023). 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 2023).
- [Education and Care Services National Regulations](#). (Amended 2023)
- [First Aid in the Workplace Code of Practice](#)
- Safe Work Australia First Aid in the Workplace Code of Practice: [First Aid in the Workplace](#)

Record of services’ compliance (Reg 167)

Date Created: April 2014

Date Reviewed by Fun 4 U: 9/10/2025

Childcare Centre Desktop Policy Update: June 2025

This Policy Follows ACEQA: [PolicyGuidelines TheAdministrationOfFirstAid August2023.pdf](#)