

# ADMINISTRATION OF FIRST AID POLICY

## QUALITY AREA 2 – VERSION 1.2



### PURPOSE

This policy provides a clear set of guidelines and procedures for Denzil Don Kindergarten to administer first aid.

### POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten staff.

### VALUES

Denzil Don Kindergarten is committed to:

- Providing a safe and healthy environment for all children, staff, and visitors attending the service.
- Establishing and maintaining clear guidelines for the effective administration of first aid
- Ensuring the service has the capacity to deliver current, approved first aid in accordance with relevant regulations and best practice.

### SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:
Inform the service of any diagnosed medical conditions, health needs, or required treatments for your child
Work collaboratively with your child's educators and service staff to develop and maintain Medical Management Plans and Risk Minimisation Plans (for example, for Asthma and Anaphylaxis)
Provide all necessary, prescribed, and in-date medication for your child
Provide consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required
Complete all required documentation on the Medication Record when medication is to be administered (or has been administered) to your child
Be contactable/responsive, either directly or through emergency contacts (nominees) on your child's enrolment record, in the event of an incident requiring the administration of first aid
Read, understand and follow the service Code of Conduct at all times
Adhere to this policy and all other service policies at all times

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person in Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Ensure that every reasonable precaution is taken to protect children, staff, and all individuals at the service from harm and from hazards likely to cause injury, in accordance with the <a href="#">Education and Care Services National Law Act 2010 (Section 167)</a>	R	R	√	
Ensure that required educator-to-child ratios are met at all times ( <a href="#">see Supervision of Children Policy</a> )	R	√	√	

Notifying DE within 24 hours of a serious incident occurring at the service	R	√		
Assess the first aid requirements of the service on a regular basis	R	√		
Ensure a risk assessment is conducted prior to any excursion to identify risks to health, safety, or wellbeing, and specify how the risks will be managed and minimised ( <i>Regulations 100, 101, 102B, 102C</i> ) (see <i>Excursions and Service Events &amp; Road Safety and Safe Transport Policy</i> )	R	√	√	
Provide and maintain an appropriate number of up-to-date, easily recognisable, readily accessible, and suitably equipped first aid kits, with in-date products that meet Australian Standards. The number of kits depends on the service size, the number and location of rooms, and the distance between indoor and outdoor areas ( <i>Regulation 89</i> )	R	√		
Provide and maintain a portable first aid kit for use offsite during excursions and other activities ( <i>Regulation 89</i> )	R	√	√	
Ensure procedures are in place for the regular monitoring of all first aid kits to confirm they remain suitably equipped ( <i>Regulation 89</i> )	R	√		
Ensure safety signs that show the location of first aid kits are clearly displayed ( <i>Regulation 89</i> )	R	√		
Ensure defibrillators are maintained including cyclical replacement of pads and batteries in accordance with manufacturer specifications	√	√		
Ensure a resuscitation flow chart (see Definitions) is displayed in a prominent position in both indoor and outdoor environments of the service (see <i>Attachment 1</i> )	√	√		
Ensure the Ambulance Victoria <i>AV How to Call Card</i> (see <i>Sources</i> ) is displayed near all telephones or in a clearly visible location	√	√	√	
Ensure that, at all times and at any place children are being educated and cared for by the service, that suitably qualified personnel are in attendance and immediately available in the event of an emergency, in accordance with <i>Regulation 136</i> . This includes at least one staff member who has: <ul style="list-style-type: none"> <li>• Current approved first aid qualification</li> <li>• Completed current approved anaphylaxis management training</li> <li>• Completed current approved emergency asthma management training</li> </ul> ( <i>As a duty of care, at Denzil Don Kindergarten, ALL educational staff are required to hold the above first aid qualifications</i> )	R	√		
Ensure first aid requirements are met when transporting children as part of the education and care service, including in each vehicle ( <i>Regulation 136</i> )	R	√	√	
Maintain current approved first aid qualifications, including anaphylaxis management and emergency asthma management, as required		R	R	
Practice CPR and the administration of an auto-injector at least annually, in accordance with other service policies		R	R	
Appoint a staff member as the nominated First Aid Officer. This is a legislative requirement where there are 10 or more employees under the <i>Occupational Health and Safety Act 2004</i>	R	√		
Ensure first aid training details and renewal dates are recorded in the Staff Currency Record for each staff member ( <i>Regulations 146, 147</i> )	R	√		
Keep up to date with any changes to first aid procedures and ensure all educators are informed of these changes	√	√		
Ensure an induction process is in place for all new, casual, and relief staff, which includes information on the location of first aid kits and specific first aid requirements	R	√		
Implement appropriate first aid procedures when required (see <i>Procedure 1 &amp; Attachment 1</i> )		√	√	

Ensure all children are adequately supervised (see the Supervision of Children Policy) while staff provide first aid and comfort to a child involved in an incident or experiencing trauma ( <i>see Procedure 1</i> )	R	√	√	
Ensure details of any incident that requires the administration of first aid are recorded in the Incident, Injury, Trauma and Illness Record no later than 24 hours after the occurrence ( <i>see Incident, Injury, Trauma and Illness Policy</i> )	R	√	√	
Ensure parents/carers are notified within 24 hours if their child is involved in an incident, injury, trauma, or illness at the service, and record details in the <i>Incident, Injury, Trauma and Illness Record</i>	R	√	√	
Ensure staff receive support and debriefing following a serious incident that requires the administration of first aid ( <i>see Incident, Injury, Trauma and Illness Policy</i> )	√	√		

## BACKGROUND & LEGISLATION

### 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 an early childhood service, where staff have a duty of care and an obligation to assist children who experience injury, illness, or require support with medication administration.

Legislation that governs the operation of approved children's services focusses on the health, safety, and wellbeing of children, and requires protection from hazards and harm. The *Education and Care Services National Regulations 2011* state that an approved provider must ensure at least one educator with current approved first aid qualifications is in attendance and immediately available at all times when children receive education and care. At Denzil Don Kindergarten, ALL educational staff are required to hold first aid qualifications.

Approved Provider's must have appropriate first aid arrangements in place, including first aid training, first aid kits, and first aid facilities, to meet obligations under the *Occupational Health and Safety Act 2004*. WorkSafe Victoria provides guidance through its *Compliance Code: First aid in the workplace* (see Sources), which outlines how to meet these obligations.

### LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

### DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

**Current first aid qualifications:** is considered current if the following have been attained:

- Cardiopulmonary resuscitation training completed in the past year
- First aid, Anaphylaxis Management and Emergency Asthma Management training completed within the past three years

### SOURCES & RELATED POLICIES

#### SOURCES

- [Ambulance Victoria](#)
- [Australian Children's Education and Care Quality Authority \(ACECQA\)](#)

Administration of First Aid – Date reviewed: 04/06/2026

Denzil Don Kindergarten – [admin@denzildonkinder.org.au](mailto:admin@denzildonkinder.org.au)

- [Australian Red Cross](#)
- [St John Ambulance Australia \(Vic\)](#)
- [First aid in the workplace](#)

## RELATED POLICIES

- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Child Safe Environment and Wellbeing
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Diabetes
- Emergency and Evacuation
- Epilepsy and Seizures
- Excursions and Service Events
- Incident, Injury, Trauma and Illness
- Occupation Health and Safety
- Road Safety Education and Safe Transport
- Staffing

## EVALUATION

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

## PROCEDURES

- [Procedure 1: First Aid Responder's Role](#)

## ATTACHMENTS

- **Attachment 1:** Basic Life Support Flow Chart

## AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 04/06/2026.

REVIEW DATE: **04 June 2028**

## PROCEDURE 1: FIRST AID RESPONDER'S ROLE

In the event of a medical emergency, the First Aid Responder (or educator in attendance) must take immediate and appropriate action to ensure the safety, health, and wellbeing of the affected child or individual.

### Immediate Response

- Immediately attend to the injured/unwell child (or individual) and administer appropriate first aid management.
- Assess the situation and determine the need for emergency medical assistance. Call 000, or direct another staff member to do so.
- Identify hazards or risks in the immediate environment and take steps to minimise or eliminate these risks.

### Medical Management

- Where applicable, implement the child's Medical Management Plan for diagnosed conditions.
- In the event of an anaphylactic reaction without a Medical Management Plan, administer the service's general-use adrenaline auto-injector immediately and call an ambulance.
- In the event of an asthma attack, administer first aid using the service asthma equipment (including a spacer).

### Ongoing Care and Supervision

- Continuously monitor the condition of the child (or individual) and provide ongoing first aid support until:
  - Qualified medical assistance arrives, or
  - The individual has recovered appropriately
- Ensure arrangements are in place for the prompt and safe transfer of the child (or individual), where necessary.

### Communication

- Notify parents/carers as soon as practicable following a serious medical emergency or accident involving their child.

### Incident Management and Reporting

- Record details of the incident as soon as practicable using the *Incident, Injury, Trauma and Illness Record*, in accordance with policy.
- Notify the Department of Education (DE) within 24 hours of any serious incident occurring at the service.

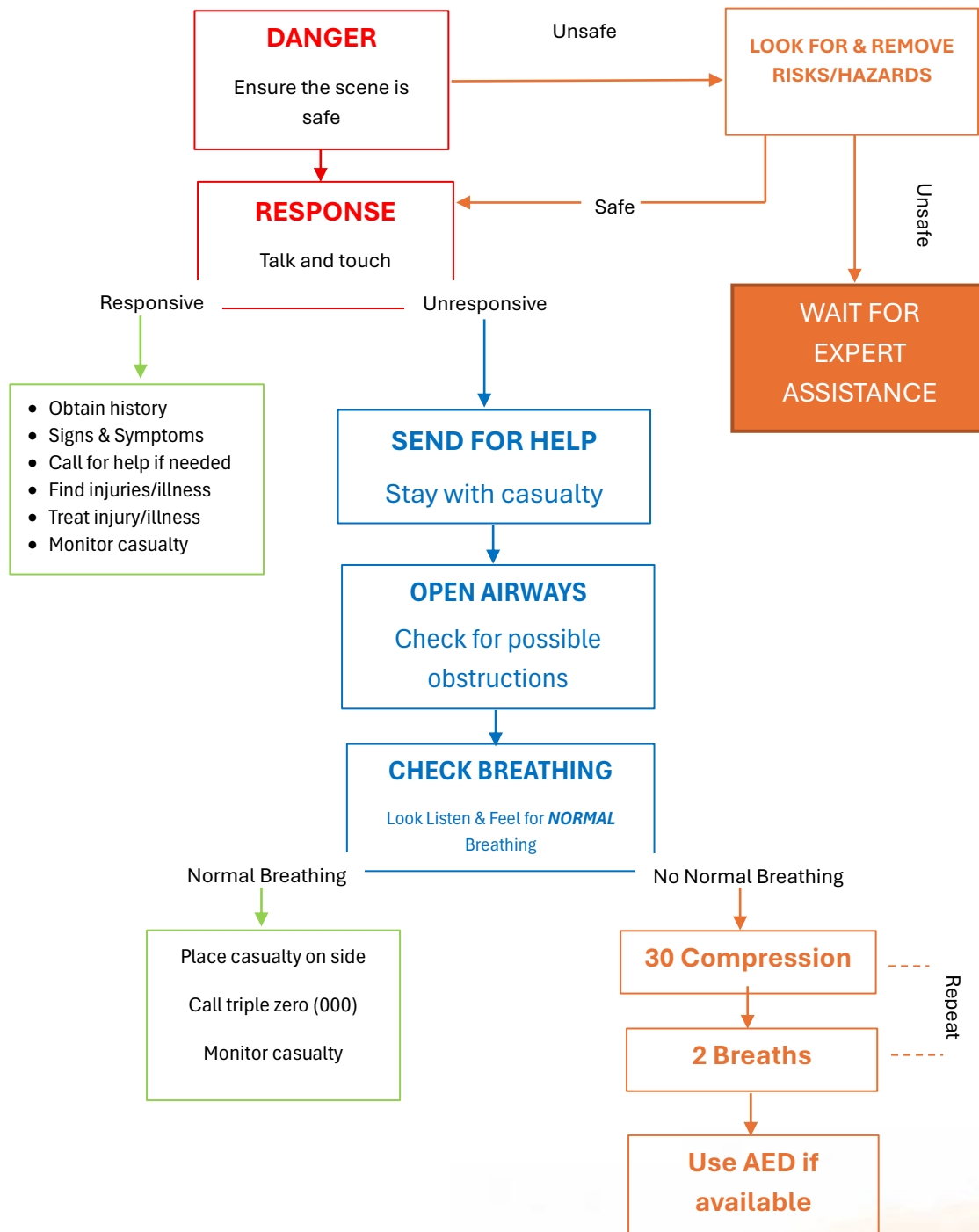
### Workplace Safety Obligations

- Preserve the incident scene, where practicable, in the event of a serious workplace injury involving an adult, for potential WorkSafe inspection.
- Notify WorkSafe of a serious workplace injury as soon as practicable and submit written notification within 48 hours.

### Post-Incident Requirements

- In the event of an asthma incident where a service spacer is used:
  - Provide the used spacer to the child's family
  - Arrange for replacement of the equipment as soon as possible
- In the event of anaphylaxis:
  - Provide the used adrenaline auto-injector to attending ambulance officers
  - Ensure the date and time of administration are recorded

## ATTACHMENT 1: BASIC LIFE SUPPORT FLOW CHART



- If unsure if breathing is normal treat as though it is not
- Only stop to recheck casualty if they start breathing **NORMALLY**
- If possible, change first aiders every 1 to 2 mins to reduce fatigue
- Send or go for help as soon as possible.