

ADMINISTRATION OF FIRST AID POLICY

First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an early childhood service where educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

PURPOSE

REED are committed to providing an environment that promotes children's health, safety, and wellbeing, which includes ensuring the implementation of policies and procedures for the administration of first aid.

SCOPE

This policy applies to children, families, staff, management and visitors of REED Services.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS (WA)

S 167	Offense relating to protection of children from harm and hazards	R 101	Conduct a risk assessment for excursion
R 12	Meaning of serious incident	R 102c	Conduct a risk assessment for transporting of children by the education and care service
R 85	Incident, injury, trauma and illness policies and procedures	R 136	First aid qualifications
R 86	Notification to parents of incident, injury, trauma and illness	R 137	Approval of qualifications
R 87	Incident, injury, trauma and illness record	R 161	Authorisations to be kept in enrolment record
R 88	Infectious diseases	R 162	Health information to be kept in enrolment record
R 89	First aid kits	R 168	Education and care service must have policies and procedures
R 90	Medical conditions policy	R 170	Policies and procedures to be followed
R 92	Medication record	R 171	Policies and procedures to be kept available
R 93	Administration of medication	R 174	Prescribed information to be notified to Regulatory Authority
R 94	Exception to authorisation requirement – anaphylaxis or asthma	R 176	Time to notify certain information to Regulatory Authority
R 97	Emergency and evacuation procedures	R 183	Storage of records and other documents

THE APPROVED PROVIDER WILL ENSURE:

REED will implement processes to help prevent and minimise harm or hazards to any person within a REED service. Each service will have the Administration of First Aid policy readily available to both staff and families.

NOMINATED SUPERVISOR WILL ENSURE:

REED services will ensure that at least one educator with current, approved qualifications in first aid, CPR, anaphylaxis management, and emergency asthma management is present and immediately available at all times when children are in care.

To support a safe and responsive environment:

- The service will maintain an adequate number of first aid kits that meet Australian Standards, including portable kits for excursions and off-site activities.
- Safety signage indicating the location of all first aid kits will be clearly displayed.
- The responsible person maintains current qualifications and training in accordance with the National Law and Regulations.
- The service will stay up to date with changes in first aid procedures and ensure accurate documentation of incidents and the administration of first aid.
- Staff are appropriately supported following serious incidents or trauma.

EDUCATORS AND OTHER STAFF WILL:

Staff will follow REED's *Administration of First Aid Procedure* and must maintain current qualifications in first aid, anaphylaxis management, and emergency asthma management. While providing first aid, staff must ensure that all children continue to be adequately supervised.

FAMILIES WILL:

Parents and guardians are required to sign REED's record of incident, injury, trauma and illness to acknowledge their awareness of any incident and any first aid administered. Written consent for staff to administer first aid and call an ambulance must be included in the child's enrolment record. To support effective communication during emergencies, parents and guardians must ensure they are contactable—either directly or through nominated emergency contacts—and promptly update the service with any changes to their contact details.

RELATED DOCUMENTS

RESOURCES	POLICIES	PROCEDURES
First Aid Kit Inventory Checklist First Aid Kit Fact Sheet Guide Employment Hero	Administration of Medication Policy Anaphylaxis Management Policy Asthma Management Policy Incident, Illness, Accident and Trauma Policy Supervision Policy Work Health and Safety Policy	Enrolment / Orientation Administration of First Aid Procedure Head Injury Guide and Procedure Illness Management Procedure

SOURCE

Australian Children's Education & Care Quality Authority.
Early Childhood Australia Code of Ethics. (2016).
Education and Care Services National Regulations 2012
Safe Work Australia First Aid in the Workplace Code of Practice

REVIEW

POLICY REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
July 2025	Modification of template Revision of content (succinct and explicit)	July 2027