

ADMINISTRATION OF FIRST AID POLICY

PURPOSE

Village Early Education is committed to protecting the health, safety and wellbeing of children, employees and visitors by ensuring prompt and appropriate first aid is available when illness, injury or an emergency occurs.

Children's safety, rights and best interests are the paramount consideration in all first aid decisions and actions.

Village Early Education will ensure first aid is administered in accordance with the Education and Care Services National Law and Regulations, relevant medical and emergency requirements, and Village Early Education policies and procedures.

ADMINISTRATION OF FIRST AID

First aid will be provided promptly where a child, employee or visitor becomes injured or unwell while at the service.

First aid responses will:

- preserve life and prevent further harm
- provide immediate care and comfort
- stabilise the person until further medical assistance is available where required
- ensure the surrounding environment is safe
- support appropriate escalation to medical or emergency services where necessary
- maintain supervision and the safety of all children during the response.

FIRST AID QUALIFICATIONS

Village Early Education will ensure the required first aid qualifications are available whenever children are being educated and cared for.

At all times, at least one staff member who is in attendance and immediately available in an emergency must hold:

- a current ACECQA approved first aid qualification
- current approved anaphylaxis management training
- current approved emergency asthma management training.

One person may hold more than one of these qualifications.

Staffing and rosters must be managed to ensure these requirements are met whenever the service is operating.

Records of first aid, anaphylaxis and asthma qualifications must be maintained and monitored for currency.

FIRST AID TRAINING AND INDUCTION

Employees must receive information relevant to first aid arrangements as part of induction and ongoing service practices.

This includes awareness of:

- the location of first aid kits
- emergency response arrangements
- children's known medical conditions, allergies and relevant medical management plans
- applicable first aid and emergency procedures.

FIRST AID KITS AND EQUIPMENT

Village Early Education will provide and maintain an appropriate number of suitably equipped first aid kits in accordance with Regulation 89.

First aid kits must:

- be easily accessible to educators and staff
- be inaccessible to children where appropriate
- be clearly identifiable
- be appropriately stocked for the size and needs of the service
- contain items that are current, intact and within expiry dates
- be maintained and restocked following use
- be available for excursions, regular outings and transportation where required.

Each service will have a designated person responsible for monitoring first aid kits, or an approved external provider may be used.

Checks must ensure required items are present, within expiry, intact and suitable for use.

MEDICAL TREATMENT AND EMERGENCY SERVICES

Where a child requires medical attention beyond basic first aid, Village Early Education may seek assistance from a registered medical practitioner, hospital or ambulance service in accordance with the child's enrolment authorisations and applicable legislation.

Where an emergency presents an immediate risk to a child's health or safety, emergency services will be contacted without delay.

Families will be contacted as soon as practicable.

Authorisations relating to medical treatment and ambulance transport will be maintained within the child's enrolment record as required.

SUPERVISION DURING FIRST AID

The administration of first aid must not compromise the supervision or safety of other children.

Educators must ensure adequate supervision continues while first aid is being provided and, where required, seek assistance from another educator or staff member.

INCIDENT, INJURY, TRAUMA AND ILLNESS RECORDS

Any incident, injury, trauma or illness requiring first aid must be recorded in accordance with the Education and Care Services National Regulations and the Incident, Injury, Trauma and Illness Policy and Procedure.

Records must include the information required under Regulation 87, including:

- details of the incident, injury, trauma or illness
- the date and time
- action taken by the service
- first aid or medication provided
- medical personnel contacted where applicable
- witnesses
- persons notified or attempted to be notified
- the person completing the record.

FAMILY NOTIFICATION

Families must be notified as soon as practicable where their child experiences an incident, injury, trauma or illness requiring first aid.

Notification and documentation must be completed in accordance with Regulations 86 and 87 and the Incident, Injury, Trauma and Illness Policy and Procedure.

For head injuries or other incidents that may require closer monitoring, families will be contacted promptly

SERIOUS INCIDENTS AND REGULATORY NOTIFICATION

Serious incidents must be managed and notified to the Regulatory Authority within the required legislative timeframes.

Village Early Education will review serious incidents to identify whether changes to practice, supervision, environment, training or risk controls are required.

Employees involved in significant incidents will be provided with appropriate support and debriefing where required.

MEDICAL CONDITIONS AND EMERGENCY MEDICATION

First aid responses involving asthma, anaphylaxis, diabetes, epilepsy or other diagnosed medical conditions must be managed in accordance with the child's medical management plan and the relevant Village Early Education medical condition policy and procedure.

Medication must only be administered in accordance with the Administration of Medication Policy and applicable legislative requirements, including emergency exceptions where permitted.

EXCURSIONS AND TRANSPORTATION

First aid arrangements must be considered when planning excursions, regular outings and transportation.

Appropriate first aid equipment, qualified persons and relevant medical information must be available in accordance with the associated risk assessment and relevant Village Early Education policies.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Administration of First Aid Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days.

NATIONAL QUALITY STANDARD (NQS)

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.
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EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS

S. 2A	Paramount consideration—safety, rights and best interests of children
S.165	Offence to inadequately supervise children
S.167	Offence relating to protection of children from harm and hazards
S.174	Offence to fail to notify certain information to Regulatory Authority
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and 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
97	Emergency and evacuation procedures
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 service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

183	Storage of records and other documents
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SOURCES

Australian Children's Education & Care Quality Authority. (2025).

<https://www.acecqa.gov.au/sites/default/files/2023-03/Guide-to-the-NQF-March-2023.pdf> *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)

Safe Work Australia First Aid in the Workplace Code of Practice: [First Aid in the Workplace](#)

REVIEW

POLICY REVIEWED BY	Kelsey Pearce		
POLICY REVIEWED	SEPTEMBER 2026	NEXT REVIEW DATE	MAY 2027
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MODIFICATIONS	restructured for clarity		