



Administration of First Aid Policy

Link to National Quality Standard:

2.1.2 Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
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, practised and implemented.
4.1.1 Organisation of educators	The organisation of educators across the service supports children's learning and development.

Rationale

First aid gives those suffering injury or illness the best chance of recovery. Our duty of care includes the administration of first aid by a trained first aider. We observe the first aid qualifications requirements specified in the National Quality Framework.

Strategies, Practices and Procedures

1. Recording and reporting

- 1.1 Treatment for very minor injuries is recorded on the [first aid log for minor student injuries](#)
- 1.2 The Incident, injury, trauma and illness record is used to record all other injuries and to notify parents.
- 1.3 When a child sustains an injury to the head, neck or face, a phone call is made to the parent / caregiver AND the Incident, injury, trauma and illness record is completed ASAP.
- 1.4 Any injuries that result in medical or dental treatment (including ambulance) OR any incident involving serious injury or trauma to a child which a reasonable person would consider required urgent medical attention from a registered medical practitioner, or for which the child ought reasonably to have attended a hospital, must be reported:

For preschool: by lodging an IRMS report within 12 hours. As a notification to the Education Standards Board will be required, contact the Education Director AND the Incident Management Directorate (8226 1840).

For childcare: by notifying the Education Standards Board directly within 24 hours.

2. Designated First Aiders

- 2.1 There must be 1 designated first aider in attendance at all times.
- 2.2 Additional designated first aiders are required if there are over 100 other people (children/visitors/volunteers) present. Refer to the [designated first aider calculator](#)
- 2.3 Teachers and Diploma qualified staff / staff actively working towards a Diploma are required to hold ACECQA-approved first aid, asthma and anaphylaxis training qualifications and to update their qualifications every three years.
- 2.4 Teachers and Diploma qualified staff / staff actively working towards a Diploma should complete [HLTAID001 – provide cardiopulmonary resuscitation \(CPR\)](#) annually.

