

Administration of First Aid Policy

Purpose

Our OSHC Service has a duty of care to protect the health and safety of children, families, educators, and visitors. This policy aims to support educators to preserve life, ensure the environment is safe, stabilise and comfort those who are ill or injured until medical assistance arrives, relieve pain, monitor recovery, and provide immediate and effective first aid. First aid reduces the severity of injury or illness and in extreme cases can mean the difference between life and death.

National Quality Standard (NQS) Quality Area 2 – Children’s Health and Safety

- This policy links to Quality Area 2: Children’s Health and Safety. Standard 2.1.1 states that each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for rest and relaxation. Standard 2.2 states that each child is protected. Standard 2.2.1 ensures that at all times reasonable precautions and adequate supervision protect children from harm and hazard. Standard 2.2.2 requires that plans to effectively manage incidents and emergencies are developed, practiced and implemented.

National Regulations

- This policy relates to Regulations 12, 85, 86, 87, 88, 89, 90, 92, 93, 94, 97, 101, 102C, 136, 137, 161, 162, 168, 170, 174, 176 and 183.

Scope

- This policy applies to children, families, staff, management, and visitors of the OSHC Service.

Implementation

First aid is emergency treatment provided to a person suffering illness or injury before professional medical assistance is available. It includes emergency care, treatment of minor injuries, record keeping, identifying health hazards, and participating in safety practices. Management is responsible for taking every precaution to protect children from harm and hazards, ensuring qualified first aid officers are present, conducting risk assessments before excursions or transport, maintaining up-to-date training records, inducting new staff on first aid procedures, notifying families of incidents within 24 hours, reporting serious incidents to regulatory authorities, supporting staff after traumatic incidents, displaying resuscitation charts, and keeping educators informed of any changes to procedures.

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Responsibilities of Management

A nominated supervisor or responsible person will maintain current approved first aid qualifications, support staff during serious incidents, ensure fully equipped first aid kits are available and maintained, monitor and replace contents as needed, ensure safety signs clearly show the location of kits, keep qualifications current, contact families immediately in the case of head injuries, and ensure documentation of incidents, injuries, trauma and illness is completed accurately and stored appropriately.

Responsibilities of Educators and Supervisors

Educators will maintain current first aid, asthma, and anaphylaxis management training, provide appropriate first aid when required, supervise children during incidents, record details of injuries and treatments, refresh CPR and auto-injector training annually, and conduct risk assessments before excursions or transport activities. Parents and families will sign incident records, provide required medical information and management plans, give written consent for staff to administer first aid or seek medical treatment if required, and remain contactable through enrolment records.

First Aid Kits

First aid kits will be maintained in accordance with Regulation 89. Kits must be suitably equipped, easily accessible, not locked, dustproof, clearly labelled, and regularly checked using the service checklist. They must be taken on excursions and stocked with precautionary items such as sunscreen and water when used outdoors. The first aid officer and nominated supervisor are responsible for ensuring kits are maintained, stocked, and suitable for the needs of the service. Signage will be displayed in line with Safety Signs for the Occupational Environment.

The OSHC Service will use the First Aid Kit Checklist provided by Childcare Centre Desktop, along with the Safe Work Australia First Aid in the Workplace Code of Practice. Incident records will be reviewed to guide decisions on what items are necessary for the service's kits.

Medicine Storage

All life-threatening medications, such as adrenaline autoinjectors, asthma inhalers, or emergency diabetic medications, are stored in a clearly labelled suitcase in the staff room for immediate access in emergencies. All other medications are stored securely in a locked cabinet in the staff room. Medications are kept in their original containers with labels showing the child's name, dosage, and expiry date.

Refrigerated medications are stored separately in a locked container. Staff are trained on the location and use of all medications, and regular checks ensure they are safe and up to date.

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Burn Treatment First Aid

All staff responsible for administering first aid are trained in burn treatment. Staff must promptly identify and assess burns, including superficial (first-degree), partial-thickness (second-degree), and full-thickness (third-degree) burns. Superficial burns should be cooled with running water for 10–20 minutes.

For partial-thickness or full-thickness burns, do not apply ointments or creams. Cover the burn loosely with a clean cloth or sterile gauze. Monitor for signs of shock and seek emergency medical assistance if required. Staff will immediately notify the nominated supervisor and accurately document the burn, including type, severity, first aid administered, and follow-up actions.

Parents or guardians are informed promptly and provided with instructions for ongoing care at home, including wound care, pain management, and monitoring for infection. Regular review and training of staff ensures they are prepared to respond effectively to burn injuries and other emergencies.

Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the administration of first aid.

This means that in any situation where competing priorities or interests may arise, the needs and safety of the child will always take precedence. Educators, staff and management are required to exercise professional judgement and take all reasonable precautions to protect children from harm and hazards, ensuring that first aid is delivered promptly, effectively and in a manner that minimises risk and distress.

All first aid practices must be implemented in a way that supports each child's physical and emotional wellbeing, respects their dignity, and ensures they feel safe, supported and cared for at all times.

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Review

Date:	Changes:	Reviewed by:
26/11/2021	No Changes made	Charmayne Nathan
01/03/2024	Burns procedure was added in due to incident occurring in care.	Charmayne Nathan
10/09/2025	Medicine storage was updated to policy.	Charmayne Nathan
23/04/2029	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan