



First Aid Procedure for Junior Staff (Under 18 Years Old)

Introduction

In our service, the wellbeing and safety of every child is our highest priority. Junior staff members, who are under 18 years of age, play an important role in supporting children during day-to-day activities and in times of need. However, because of their age and legal requirements, their responsibilities in first aid situations are limited. This policy outlines how junior staff respond during incidents in a way that keeps children safe, provides reassurance, and ensures that qualified adults carry out all medical care. The procedure reflects the My Time, Our Place Framework, the Early Childhood Australia (ECA) Code of Ethics, the National Law, the National Regulations, and the National Quality Standard 2025.

Remaining Calm and Checking Safety

When a child is injured or unwell, junior staff are expected to remain calm and carefully check that the area is safe before approaching. Their first responsibility is to reassure the child without moving them, particularly if the child reports pain in the neck, back, or limbs. This calm and caring approach aligns with the principles of dignity and respect outlined in the ECA Code of Ethics and supports children’s sense of security, consistent with the My Time, Our Place Framework.

Calling for Assistance

Junior staff must immediately call for the help of a qualified educator. If they have access to a walkie talkie, they use clear communication to state their name, the location, and the need for first aid support. If no walkie talkie is available, they are expected to calmly send another staff member or a child to inform a senior educator. This ensures that children’s safety is never delayed and reflects the National Regulations regarding the presence of qualified first aiders at all times.

Junior Staff and First Aid

Junior staff are not permitted to administer first aid unless they are both qualified and confident in doing so. Their role instead is to stay with the child, monitor their condition, provide emotional reassurance, and make sure the area is clear of other children. This procedure acknowledges the responsibilities of educators under the National Law while also valuing the supportive and nurturing presence that young staff can offer.

Responding to Serious Injuries

If a child is unable to move or is in severe pain, junior staff must never attempt to move them unless there is an immediate danger, such as fire or environmental hazards. Instead, they keep the child calm, help protect their privacy, and wait for a qualified adult to arrive. This practice reflects the National Quality Standard’s emphasis on maintaining safe environments and protecting children’s wellbeing.



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Support in Minor Incidents

For less serious situations, junior staff may assist only under the guidance of a senior educator. This may include helping to collect first aid supplies, such as cold packs or gloves. If any materials need to be handled, they are expected to wear gloves at all times. These responsibilities are designed to help junior staff contribute in practical ways without placing them in situations beyond their legal or professional capacity.

Reporting Requirements

Junior staff are not permitted to complete official incident, injury, trauma, or illness forms. Instead, they provide a clear and honest account of what they witnessed to a senior educator, either verbally or in writing. The qualified educator is responsible for completing the official documentation in line with the National Regulations. This approach protects the integrity of records while also encouraging junior staff to practise responsibility, accuracy, and reflection.

After the Incident

Once the child has been cared for by a qualified adult, junior staff remain available to help supervise other children or provide support as directed by senior staff. They are encouraged to reflect on the experience with a senior educator to support their own learning and professional development. This reflection process is consistent with the ECA Code of Ethics and the National Quality Standard, which emphasise the importance of continuous improvement and professional growth.

Key Commitments

This policy ensures that junior staff always seek help from a senior educator first, do not move seriously injured children, and never administer first aid if they are unsure. It also makes clear that junior staff cannot complete official reports but must communicate honestly and promptly with senior educators. Above all, junior staff are expected to remain calm, stay present with the child, and follow the directions of qualified adults.

Conclusion

By setting clear expectations for junior staff, this procedure protects both children and educators, ensuring that first aid is always managed safely and appropriately. It also supports the professional development of junior staff in line with the My Time, Our Place Framework, while maintaining compliance with the National Law, National Regulations, and the National Quality Standard 2025. Families can be confident that their children are cared for with professionalism, compassion, and a strong commitment to safety.