2.04. ADMINISTRATION OF FIRST AID

QUALITY AREA 2 | VERSION 6.0

Regulatory Policy & Procedure

Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Futhermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.

Purpose

This policy will provide guidelines for the administration of first aid at Wyndham City's Early Education and care Services (EECS).

Policy Statement

Children and staff are kept safe from harm and hazards that could injure them by taking all possible precautions. However, there may be times when first aid needs to be given or professional medical care or an ambulance needs to be called.

EECS is committed to:

- providing a safe and healthy environment for all children, staff and others attending the service.
- providing a clear set of guidelines in relation to the administration of first aid at the service.
- ensuring that the service has the capacity to deliver current approved first aid, as required.

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Early Education and Care Services, including during offsite excursions and activities.

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure every reasonable precaution is taken to protect children, staff, and others at the service from harm and hazards that are likely to cause injury.	✓	✓	✓		
Ensure procedures are developed for the regular monitoring of all first aid kits are suitably equipped.	✓	✓			
Assess the first aid requirements for the service *(Appendix 2.4.4: First Aid Risk Assessment)*.	✓	✓			
Ensure the following staff are always present and immediately available place children are being educated and cared for by the service: • staff member or nominated supervisor of the service who holds a ***current approved first aid qualification.*** • staff member or nominated supervisor of the service who has undertaken current approved anaphylaxis and emergency asthma management training.	✓	✓			
Ensure first aid requirements are met when transporting children as part of the education and care service and must be met in each vehicle.	✓	✓	✓		
Ensure the prescribed educator-to-child ratios are always met.	✓	✓	✓		
Appoint a staff member or nominated supervisor to be the ***nominated first aid officer***.	✓	✓			
Provide and maintain the appropriate number of first aid kits.	✓	✓			
Ensure first aid kits are easily recognisable, easily accessible, and fully stocked with in-date products. *(Appendix 2.4.2: First Aid Kits Contents)*	✓	✓			
Ensure defibrillators are maintained and regularly tested and serviced, including cyclical replacement of pads and batteries as per manufacturer specifications.	✓	✓			
Ensure a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.	✓	✓	✓		
Provide and maintain a portable first aid kit that can be taken offsite for excursions and other activities *(Appendix 2.4.2: First Aid Kits Contents)*	✓	✓	✓		
Ensure that the Ambulance Victoria contact information is displayed near all telephones or in a visible location. *(Appendix 2.4.5: Ambulance Victoria – How to Call)*	✓	✓	✓		
Ensure first aid training information, and renewal dates are recorded on all ***staff records***.	✓	✓			
Ensure there are clear safety signs that show the location of the first aid kits.	✓	✓			

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure all new staff, including temporary and relief educators, go through an induction process that includes learning where the first aid kits are kept and any first aid requirements.	✓	✓			
Ensure parents are notified within 24 hours if their child is involved in an incident, injury, trauma, or illness at the service and recording details on the ***Incident, Injury, Trauma, and Illness Record.***	✓	✓	✓		
Notify DE within 24 hours of a ***serious incident*** occurring at the service.	✓	✓			
Ensure staff are offered support and debriefing following a ***serious incident*** requiring the administration of first aid.	✓	✓			
Ensure a resuscitation flow chart is displayed in a visible position, both indoor and outdoor. *(Appendix 2.4.1: Basic Life Support Flowchart)*	✓	✓			
Keep up to date with any changes in processes for administering first aid and ensure that all educators are informed of these changes.	✓	✓			
Implement appropriate first aid processes when required. *(Process 2.4.1: First Aid Responder Role)*		✓	✓		
Maintain ***current approved first aid qualifications***, and qualifications in anaphylaxis management and emergency asthma management.		✓	✓		
Practice CPR and administration of an auto-injector once a term.		✓	✓		
Ensure that all children are adequately supervised while providing first aid and comfort the child involved in an incident.	✓	✓	✓		
Ensure the details of any incident requiring the administration of first aid are recorded on the ***Incident, Injury, Trauma, and Illness Record*** no later than 24 hours after the occurrence.	✓	✓	✓		
Ensure parents/guardians reads and signs the ***Incident, Injury, Trauma, and Illness Record.***	✓	✓	✓		
Ensure all out of date first aid kit contents are disposed of safely.	✓	✓	✓		
Provide the required information on the service's ***medication record*** when child requires administration of medication.				✓	
Notify the service of any medical conditions or specific medical treatment required for their child.				✓	
Where necessary, in consultation with staff, develop appropriate medical management plans and risk minimisation plans.				✓	
Provide any required medication.				✓	
Provide written consent (via the enrolment record) for service staff to administer first aid and call an ambulance if required.				✓	

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Be contactable, either directly or through emergency contacts, in the event of an incident requiring the administration of first aid.				✓	

Definitions

The terms defined in this section relate specifically to this policy:

Approved first aid qualification: A qualification that is approved by the National Authority and includes training is the following as it relates to children:

- emergency life support and cardiopulmonary resuscitation (CPR),
- convulsions,
- poisoning,
- respiratory difficulties,
- management of severe bleeding,
- injury and basic wound care, and
- administration of an auto-immune adrenalin device

Current first aid qualifications: First aid qualifications are taken to be current if:
CPR qualification was completed within the previous year.
first aid qualification was completed within the previous three years.
anaphylaxis management training was completed within the previous three years.
emergency asthma management was completed within the previous three years.

First aid: The provision of initial care in response to an illness or injury.

Incident, Injury, Trauma, and Illness Record: A comprehensive and factual record of an incident, injury, trauma, or illness that occurred at the service.

Nominated first aid officer: Person responsible for monitoring and maintaining first aid resources, administer first aid, and assist colleagues in administrating first aid.

Serious incident: Death of a child while being cared for or educated by the service. Injury or trauma to a child requiring the attention of a registered medical practitioner or admission to a hospital.

Staff records: A record of personal information relating to the employment of teachers, educators, and Nominated Supervisors.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004

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Related Appendices & Documents

- Appendix 2.4.1: Basic Life Support Flowchart
- Appendix 2.4.2: First Aid Kits Contents
- Appendix 4.2.3: First Aid Kit Inspection Sign Off
- Appendix 2.4.4: First Aid Risk Assessment
- Appendix 2.4.5: Ambulance Victoria - How to Call
- Process 2.4.1: First Aid Responder Role
- Process 2.4.2: Disposal of Medication and First Aid Consumables

Related Policies

- Administration of Medication
- Asthma, Anaphylaxis and Allergic Reactions
- Providing a Child Safe Environment
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Diabetes and Epilepsy
- Emergency and Evacuation
- Excursions and Service Events
- Incident, Injury, Trauma, and Illness
- Occupation Health and Safety
- Safe Transport and Road Safety Education
- Staffing Arrangements

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
3	A2340457	Fully revised with many changes	23/08/2018	KK 22/01/2019	2021
4	A3813120	Addition – Wyndham City's Statement of Commitment – Child Safe Standards Minor changes to Appendix numbers Addition of legislation and standards	27/09/2022	TP	2024
5	A4669287	Minor changes in wording and grammar Updated to new format Updated process – First Aid Responders Role	Dec, 2023	TP	Dec, 2025
6	A4669287	Updated Wyndham City's Statement of Commitment to a Child Safe Organisation – as per Wyndham City's Child Safe Management page	20/06/2025	TP	Dec, 2025