

## Early Years Services – QA2.6 Administration of First Aid

TRIM Reference: D14/94986 Due for Review: 12 June 2026  
Responsible Officer: Coordinator Early Years

### Purpose

This policy outlines Surf Coast Shire Council's commitment to ensure that all Surf Coast Shire Council Early Years Services staff/educators are committed to providing an environment that promotes children's health, safety and wellbeing, which includes taking every reasonable precaution to protect the children from harm and ensure that we are well equipped to administer first aid in the event of injury or illness.

### Policy Principles

Evidence of link to National Quality Standards: 2.1.3, 2.2.1, 2.3 4.1.1, 7.3.5,  
Evidence of link to Education and Care Service National Regulations: 89, 136, 168(2) (a), 169  
Victorian Children's Services Regulations 2020:

### Scope

This policy relates to all Surf Coast Shire Council Early Years Services staff, students, volunteers, contractors, children and their families accessing the services.

### Policy

This First Aid Policy ~~and Procedure~~ is to be viewed in conjunction with the following Early Years Services Policies:

- Early Years Medical Conditions and Medication Policy ~~and Procedure~~
- Early Years Emergency ~~Management~~ and Evacuation Policy ~~and Procedure~~
- Early Years Incident, Injury, Trauma and Illness Policy ~~and Procedure~~
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### Training/Authority to Treat

Regulation 136 states that - the approved provider of a centre-based service must ensure that each of the following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service—

- (a) at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification;
- (b) at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training;
- (c) at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.

To maintain high standards in educating and caring for children and to ensure that we meet the above regulations all Surf Coast Shire Early Years educators who care for or educate children at the service and any staff members required to meet minimum child to staff ratios must complete and maintain Approved First Aid, Anaphylaxis Management and Asthma Training every 3 years, and Cardiopulmonary Resuscitation (CPR) every 12 months.

All staff members will practice using the adrenaline auto injection devices annually, whether or not a child with anaphylaxis is enrolled and attending the service.

### i) Centre-based services

The following staffing levels and qualifications must be maintained where children are being educated and cared for by a Council service and immediately available in an emergency:

- at least one staff member/educator who holds a current approved First Aid qualification, inclusive of Cardiopulmonary resuscitation (CPR);
- at least one staff member/educator who has undertaken current approved anaphylaxis management training;
- at least one staff member/educator who has undertaken current approved emergency asthma management training (*regulation 136*).

Note: For required training renewal periods refer to [the Regulations s.136](#)

Note: The same person may hold one or more of the above qualifications.

All staff on duty whenever children are being cared for or educated must have undertaken training in administration of the adrenaline auto injection device (EpiPen) and cardio-pulmonary resuscitation (CPR) at least every 12 months.

All staff members practice using the adrenaline auto injection devices annually, whether or not a child with anaphylaxis is enrolled and attending the service.

All Surf Coast Shire Early Years educators who care for or educate children at the service and any staff members required to meet minimum child to staff ratios must complete and maintain Approved First Aid, anaphylaxis management and Asthma Training every 3 years, and Cardiopulmonary resuscitation (CPR) every 12 months.

### First Aid Kit

- The approved provider must ensure there are an appropriate number of first aid kits for the number of children at the service. The kits must be suitably equipped, easily recognisable, and readily accessible to adults having regard to the design of the service premises. At least one fully equipped and properly maintained first aid kit must be easily recognisable and readily accessible to staff/educators and kept out of reach of children at all times including excursions.
- A portable first Aid kit must be taken on all excursions & evacuations.
- A cold pack must be kept in the fridge/freezer for treatment of bruises and sprains.
- The first aid box/~~or~~ cabinet [and the portable first aid kit](#) must comply with applicable occupational safety and health legislation and Surf Coast Shire Council policies and procedures.
- The allocated person (within OH&S process) is to check the first aid kit regularly using the service's *First Aid Kit Checklist* to ensure it is fully stocked, and that all [medications-products](#) are within the expiry date.
- The allocated person must also check the services additional Epi-Pen and asthma medication is also in date and order replacements accordingly, if required.

### First Aid Treatment

- First aid will only be administered by qualified first aiders within the scope of their qualifications and skills. Expert assistance will be called if treatment is required above the first aid qualifications and skills available.
- If a child is showing any the following symptoms an ambulance must be called
  - Head injury resulting in dizziness, loss of consciousness, vomiting, slurred speech, unstable, altered state of consciousness.
  - Obvious trauma – including but not limited to significant uncontrollable bleeding, cuts, burns, suspected broken bone/s
  - Severe allergic or anaphylactic reaction
  - Asthma – where reliever medication is not working, can't speak a full sentence, extreme difficulty breathing, feel asthma is out of control, lips turning blue as per action plan and Medical Conditions and Medications policy.
  - suspected or known ingestion of hazardous material or poison
  - seizures including epilepsy

- high temperature accompanied by another change in behaviour, consciousness or sudden decline in physical state
- altered state of consciousness – child collapses (loses consciousness) or appears faint with pale skin/sweating
- If any person (child or adult) loses consciousness or is unresponsive for any amount of time, an ambulance MUST be called
- Clear roles ensure that management, educators and staff are aware of their responsibilities in relation to the administration of first aid, notifications and reporting.

### Resources

- The Poisons Information Centre Telephone number 13 11 26 is displayed on the emergency contact list which must be displayed near the service telephone.
- Asthma Foundation Victoria – Phone 1800 ASTHMA (1800 278 462)
- Allergy and Anaphylaxis Australia: [www.allergy.org.au](http://www.allergy.org.au)
- Diabetes Australia – Infoline 1300 136 588;
- Epilepsy Australia – National Help Line 1300 852 853;
- St John's Ambulance Fact Sheets – [Stjohn.org.au/first-aid-facts](http://Stjohn.org.au/first-aid-facts)

### Recording a First Aid Incident

For Information in relation to recording a First Aid Incident and the service response to the incident, refer to the *Surf Coast Shire Council Early Years Incident, Injury, Trauma and Illness Policy & Procedure*.

Refer to *Surf Coast Shire Council Early Years Incident, Injury, Trauma and Illness Record Template (for Kindergartens this is on Kinderloop)*.

### Definitions

The Regulations – Victorian *Children's Services Regulations 2020*

First Aid - Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website.

### Related Procedure

Nil

### References

#### Related Surf Coast Shire Council and Early Years Services Policies

- |            |  |
|------------|--|
| D15/32925  | Early Years Medical Conditions and Medication Policy                                     |
| D14/94981  | Early Years Emergency <b>Management</b> and Evacuation Policy                            |
| D14/105413 | Early Years Incident, Injury, Trauma and Illness Policy                                  |
| D14/70705  | Early Years Excursions Policy  |
| D15/38683  | Early Years Water Safety Policy  |
| D15/15724  | Early Years Employment of Qualified Staff, <b>Volunteers and students /Ratios</b> Policy |

#### Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

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|-----------|---|
| WHS 8.1   | Designated First Aiders   |
| WHS 8.2   | First Aid Kit Contents Checklist  |
| D15/63330 | Incident, Injury, Trauma and Illness Early Years Services Record Form <u>(for kindergartens this digitally completed on Kinderloop)</u> |

### Other References

Worksafe Compliance Code: First Aid in the Workplace  
Education and Care Services National Law 2010  
Education and Care Services National Regulations 2011  
ACECQA National; Quality Framework Resource Kit

Victorian Children's Services Regulations 2020: r69  
Childcare Service Handbook (Department of Education)

### Document History

Version	Document History	Approved by – Date
1	Approved	General Manager Culture and Community – 1 April 2014
2	Amended	Manager Aged and Family – 1 May 2015
3	Amended	Manager Aged and Family – 23 June 2017
4	Amended	Manager Community Strengthening – 13 February 2019
5	Amended	Manager Community Strengthening – 17 July 2020
6	Amended	Manger Community Strengthening – 24 December 2021
7	Amended	Manger Community Strengthening – 11 May 2023
8	Amended	Manger Community Strengthening – 12 Dec 2024