Glen Iris Child Care and Kindergarten

GI-002 – Administration of First Aid Policy

Policy Number	GI-002
Quality Area	QA2 – Children's Health and Safety
National Law	s.167
National Regulations	Regs. 89 • 136 • 137 • 168
Related NQS	QA2.1.2 • QA2.2.1 • QA2.2.2
EYLF V2.0	Principles – Partnerships • Secure, Respectful and Reciprocal Relationships
Victorian Child Safe Standards:	Standards 2, 5 & 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
Review Date:	July 2027

OUR COMMITMENT

At **Glen Iris Child Care and Kindergarten**, we are committed to ensuring that prompt, appropriate and effective first aid is available to every child, educator, volunteer and visitor whenever required.

We recognise that timely first aid can significantly reduce the impact of injury or illness and contribute to positive health outcomes. Our educators are trained, confident and supported to respond calmly and professionally, while maintaining each child's dignity, comfort and emotional wellbeing.

Through ongoing professional learning, well-maintained first aid resources and regular review of our procedures, we strive to create a safe environment where children can learn, explore and play with confidence.

LEGISLATIVE INTENT

This policy supports Glen Iris Child Care and Kindergarten in meeting its obligations under the Education and Care Services National Law and Education and Care Services National Regulations by ensuring approved first aid qualifications are maintained, first aid equipment is readily available and appropriate responses are implemented whenever an injury, illness or medical emergency occurs.

PURPOSE

The purpose of this policy is to:

- Ensure prompt and appropriate first aid is provided when required.
- Maintain suitably qualified educators at all times.
- Ensure first aid equipment is accessible and appropriately maintained.
- Support consistent responses to injuries, illnesses and medical emergencies.
- Promote children's health, safety and wellbeing.
- Meet legislative requirements relating to first aid.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Providers
- Centre Director
- Nominated Supervisor
- Responsible Persons
- Educational Leader
- Educators
- Relief Educators
- Students
- Volunteers
- Families
- Visitors

DEFINITIONS

First Aid
The immediate care provided to a person who has been injured or becomes ill until medical treatment is available or the person has recovered.

First Aid Qualification
An approved qualification recognised under the Education and Care Services National Regulations that enables educators to provide first aid in an education and care setting.

Medical Emergency
A situation where immediate medical assistance is required to protect a person's life or prevent serious harm.

First Aid Kit
A designated collection of approved equipment and supplies used to provide first aid treatment.

WHY THIS POLICY MATTERS

Children are naturally active learners who explore their environment through movement, curiosity and play. While every reasonable precaution is taken to minimise risks, injuries and unexpected illnesses can still occur.

Having educators who are appropriately trained and equipped to provide first aid ensures children receive immediate care, families can have confidence in our practices and risks are managed effectively. Consistent first aid procedures also support legislative compliance, continuous improvement and a strong culture of safety throughout the service.

GUIDING PRINCIPLES

Glen Iris Child Care and Kindergarten is committed to:

- Providing prompt and appropriate first aid.
- Maintaining approved first aid qualifications for educators.
- Ensuring first aid equipment is readily accessible and maintained.
- Protecting children's dignity, privacy and emotional wellbeing.
- Communicating openly with families following first aid treatment.
- Reviewing incidents to strengthen safety practices.
- Promoting a proactive culture of health and safety.
- Embedding continuous improvement into first aid practices.

OUR POLICY

Glen Iris Child Care and Kindergarten is committed to ensuring appropriately qualified educators are available at all times to provide immediate first aid in response to injuries, illness or medical emergencies.

First aid will be administered calmly, respectfully and in accordance with current recognised first aid practices. Children will be reassured throughout the process, families will be informed as soon as practicable and all required documentation will be completed accurately.

First aid kits and emergency equipment will be maintained, regularly checked and readily accessible both within the service and during excursions or regular outings.
Following any significant first aid incident, educators will engage in critical reflection to review procedures, identify opportunities for improvement and strengthen risk management practices.

HOW WE PUT THIS POLICY INTO PRACTICE

Providing First Aid

When a child, educator, volunteer or visitor requires first aid, educators will:

- Respond immediately and remain calm.
- Assess the situation and ensure the area is safe before providing assistance.
- Administer first aid within the scope of their approved training.
- Provide reassurance and emotional support to the injured or unwell person.
- Seek assistance from another educator or the Centre Director where required.
- Contact emergency services (000) immediately if the situation requires urgent medical attention.
- Continue to monitor the person's condition until they have recovered or medical assistance arrives.

Children will be comforted throughout the process, with every effort made to maintain their dignity and minimise distress.

Qualified Educators
Glen Iris Child Care and Kindergarten will ensure:

- At least one educator with approved first aid, asthma management and anaphylaxis management qualifications is present at the service at all times children are being educated and cared for.
- Current qualification records are maintained.
- Qualification expiry dates are monitored.
- Educators renew their qualifications before expiry.
- Relief educators meet qualification requirements relevant to their role.

First Aid Equipment
The service will ensure:

- First aid kits are readily accessible in all required locations.
- Portable first aid kits accompany educators on excursions and regular outings.
- First aid kits are appropriately stocked and maintained.
- Expired or used items are replaced promptly.
- Emergency contact information is readily available.

First aid equipment will be checked regularly and documented.

Responding to Medical Emergencies
Where a medical emergency occurs, educators will:

- Follow the child's Medical Management Plan where applicable.
- Administer emergency medication where authorised.
- Contact emergency services immediately.
- Notify the Centre Director.
- Contact the child's family or authorised nominee as soon as practicable.
- Continue monitoring the child until emergency services arrive.
- Complete all required documentation following the incident.

Communication with Families
Families will be informed:

- Whenever first aid has been provided to their child.
- Immediately where urgent medical treatment has been required.
- About the nature of the injury or illness.
- Of any recommendations for ongoing observation or medical review.

Educators will communicate respectfully, factually and without unnecessary delay.

Outbreak Management
Where multiple cases of an infectious disease occur, the Centre Director will:

- Monitor the situation closely.
- Seek advice from the relevant public health authority where required.
- Inform families while maintaining confidentiality.
- Increase cleaning and hygiene measures.
- Review group routines and environmental practices where appropriate.
- Implement any additional public health recommendations.

Documentation

Where first aid has been administered, educators will complete the appropriate documentation, including:

- Details of the injury or illness.
- Date and time.
- First aid treatment provided.
- Name of the educator providing first aid.
- Whether emergency services were contacted.
- Time family was notified.
- Any recommendations for ongoing monitoring.
- Parent or authorised nominee acknowledgement where required.

Records will be stored confidentially in accordance with legislative requirements.

Reviewing Incidents

Following significant incidents requiring first aid, educators and leadership will:

- Review the circumstances surrounding the incident.
- Evaluate supervision arrangements.
- Consider environmental hazards.
- Update risk assessments where appropriate.
- Review policies and procedures.
- Identify professional learning needs.
- Implement improvements to reduce future risks.

Maintaining First Aid Readiness

To ensure a prompt and effective response at all times, the service will:

- Conduct regular checks of first aid kits and emergency equipment.
- Ensure emergency contact details are current and easily accessible.
- Review emergency response procedures during staff meetings.
- Incorporate first aid scenarios into emergency preparedness discussions and training.
- Monitor compliance with qualification requirements and legislative obligations.

ROLES & RESPONSIBILITIES

Approved Providers

Will:

- Ensure appropriate first aid systems and resources are available.
- Maintain compliance with legislative requirements.
- Support educator access to approved first aid training.
- Ensure adequate funding for first aid equipment and maintenance.

Centre Director
Will:

- Monitor implementation of first aid procedures.
- Ensure educator qualifications remain current.
- Maintain first aid equipment.
- Review first aid incidents and implement improvements.
- Ensure required records are completed and stored appropriately.

Educational Leader
Will:

- Promote reflective practice following incidents requiring first aid.
- Support educators to strengthen emergency response knowledge.
- Encourage learning experiences that promote children's understanding of health and safety.

Educators
Will:

- Maintain current first aid qualifications where required.
- Respond promptly to injuries and illness.
- Administer first aid within the scope of their training.
- Complete documentation accurately.
- Communicate openly with families.
- Participate in reviews following significant incidents.

Students, Volunteers and Relief Educators
Will:

- Immediately report injuries or illnesses to a qualified educator.
- Follow educator directions during emergencies.
- Work within the scope of their role and training.
- Support children's wellbeing under supervision.
- Maintain confidentiality regarding first aid incidents.

Glen Iris Child Care and Kindergarten in practice

At Glen Iris Child Care and Kindergarten, first aid is viewed as more than a compliance requirement—it is an essential part of our commitment to children's health, safety and wellbeing. Educators respond calmly and confidently to injuries and illness, providing immediate care while offering reassurance and emotional support to children.

First aid equipment is strategically located throughout the service, regularly checked and readily available during both indoor and outdoor experiences, as well as excursions and regular outings. Families are informed promptly whenever first aid is administered, helping to maintain trust and continuity of care.

Following incidents requiring first aid, our team engages in critical reflection to review the effectiveness of our response, identify contributing factors and strengthen our practices. This ongoing process supports a proactive culture of safety and continuous improvement across the service.

CHILDREN'S VOICE IN ACTION

Children are encouraged to communicate when they are hurt, feeling unwell or concerned about a friend. Educators listen carefully to children's verbal and non-verbal cues and respond with empathy, reassurance and respect.

Through everyday conversations and learning experiences, children develop an understanding of personal safety, recognising trusted adults and seeking help when needed. These experiences build confidence, resilience and a sense of security within the learning environment.

EXCEEDING PRACTICE

Glen Iris Child Care and Kindergarten embeds first aid knowledge into everyday practice through ongoing professional learning, reflective discussions and regular reviews of incident trends.

Educators work collaboratively to evaluate first aid responses, identify opportunities for improvement and strengthen risk management strategies. Families are valued partners in this process and are kept informed about incidents involving their child, fostering transparency and trust.

By using incident data, critical reflection and educator feedback to inform service improvements, we move beyond compliance to create a responsive and proactive approach to children's health and safety.

CONTINUOUS IMPROVEMENT

Glen Iris Child Care and Kindergarten is committed to continually strengthening first aid practices to ensure effective responses to injuries, illness and emergencies.
This policy will be reviewed through:

- Feedback from children, families and educators.
- Reviews of first aid incidents and near misses.
- Audits of first aid kits and emergency equipment.
- Monitoring educator qualification requirements.
- Staff meetings and critical reflection.
- Professional learning.
- Quality Improvement Plan goals.
- Changes to legislation and recognised best practice.

Continuous improvement ensures our first aid systems remain current, effective and focused on promoting the health, safety and wellbeing of every child.

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **s.167 –** Offence relating to protection of children from harm and hazards**.**

Education and Care Services National Regulations 2011

- **Reg. 89** – First aid kits.
- **Reg. 136** – First aid qualifications.
- **Reg. 137** – Emergency and first aid qualifications.
- **Reg. 168** – Education and care service policies and procedures**.**

National Quality Standard
Quality Area 2 – Children's Health and Safety

- **QA2.1.2** – Effective illness and injury management and hygiene practices are promoted and implemented.
- **QA2.2.1** – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- **QA2.2.2** – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Early Years Learning Framework (EYLF) V2.0
Principles

- Partnerships
- Secure, Respectful and Reciprocal Relationships
- Collaborative Leadership and Teamwork

Practices

- Responsiveness to Children
- Learning Environments
- Holistic, Integrated and Interconnected Approaches

Outcomes

- **Outcome 1 –** Children have a strong sense of identity.
- **Outcome 3 –** Children have a strong sense of wellbeing.

Victorian Child Safe Standards
This policy supports:

- **Standard 2** – Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Standard 5** – Equity is upheld and diverse needs are respected in policy and practice.
- **Standard 11 –** Policies and procedures document how the organisation is safe for children and young people.

RELATED DOCUMENTS

This policy should be read in conjunction with:

- Administration of Medication Policy
- Child Safe Environment Policy
- Emergency and Evacuation Policy
- Incident, Injury, Trauma and Illness Policy
- Infectious Diseases Policy
- Medical Conditions Policy
- Risk Management Policy
- Supervision Policy
- Workplace Health and Safety Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- First Aid Kit Checklists
- First Aid Qualification Register
- Incident, Injury, Trauma and Illness Records
- Medical Management Plans
- Emergency Contact Records
- Emergency and Evacuation Records
- Risk Assessments
- Professional Learning Records
- Critical Reflection Records
- Quality Improvement Plan

EVIDENCE OF PRACTICE

- Approved first aid, asthma and anaphylaxis qualified educators available at all times.
- Fully stocked and regularly maintained first aid kits located throughout the service.
- Portable first aid kits taken on excursions and regular outings.
- Accurate documentation of first aid treatment provided.
- Prompt communication with families following first aid incidents.
- Regular monitoring of educator qualification expiry dates.
- Critical reflection following significant first aid incidents.
- Ongoing professional learning to strengthen emergency response knowledge.
- Quality Improvement Plan goals supporting children's health, safety and wellbeing.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection supports our commitment to maintaining effective first aid practices and continually improving children's health and safety.

Reflective questions include:

- Were first aid procedures implemented promptly and effectively?
- Did educators feel confident in responding to the situation?
- Was first aid equipment readily available and appropriately maintained?
- Were families informed promptly and respectfully?
- Did supervision, routines or environmental factors contribute to the incident?
- What improvements can be made to reduce future risks?
- What additional professional learning would strengthen educator confidence and emergency response?

Outcomes from these reflections inform policy reviews, educator mentoring, equipment audits, risk management strategies and our Quality Improvement Plan.

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris Child Care and Kindergarten Governance, Policy and Procedures Manual. Developed to align with the Education and Care Services National Law, National Regulations, National Quality Standard, EYLF V2.0 and Victorian Child Safe Standards.