



Modbury North Kindergarten

Administration of first aid procedure

National Quality Standard Area 2 | Children's health and safety

Children have the right to experience quality education and care in an environment that safeguards and promotes their health, safety, and wellbeing.

Purpose

This procedure outlines our responsibility in relation to administration of first aid procedures compliant with the National Quality Standard and Regulations; *National Quality Standard 2.1, Regulation 168 (2)(a) – Policies and procedures, Regulation 85 – Incident, injury, trauma and illness, Regulation 86 – Notification to parents of incident, injury, trauma and illness, Regulation 87 – Incident, injury, trauma and illness record, Regulation 136 – First aid qualifications, and Regulation 161 – Attendance and enrolment records.*

The intention of this procedure is to ensure sites can provide adequate and timely first aid response in the event of an injury.

This procedure applies to all staff at this site.

Detail

First aid is the immediate treatment or care given to someone suffering from an injury or illness until the person either receives further advanced medical care, or they recover. Preschool sites are required to always have qualified first aiders available, including during excursions.

This procedure is to be used in conjunction with the Department for Education's *First aid and infection control standard, Reporting critical incidents, injuries, hazards and near misses procedure, and First aid in schools and preschools.*

Responding

In any first aid situation, educators must take precautions to protect their own safety, and the safety of others.

1. Reassure the child, locate a designated first aider to administer first aid
2. Record injuries on the Incident, injury, trauma and illness record located in red folder in the staff area in lunchroom.
3. Inform the parents/guardians that their child has received first aid
4. Report the injury on the Incident and Response Management System (IRMS) within 12 hours, and to the Education Standards Board or SafeWork SA (as required)

As required, refer to the department's specific first aid guidance on-

- > [Seizure first aid](#)
- > [Management of a seizure incident](#)
- > [Intranasal midazolam](#)

As required, refer to the following specific first aid guidance on

- > [Anaphylaxis first aid](#)
- > [How to administer an EpiPen](#)
- > [Concussion and traumatic brain injury](#)
- > [Head injury first aid in education and care settings](#)
- > [Asthma action plans](#)

Responding to serious injuries

In any first aid situation, educators must take precautions to protect their own safety, and the safety of others.

1. **Call an ambulance on triple zero (000) and seek additional medical assistance**
2. Reassure the child, locate a designated first aider to administer first aid
3. Inform the parents/guardians that their child has received first aid, and that an ambulance has been called
4. Record injuries on the [Incident, injury, trauma and illness record](#) and the site's first aid folder
5. Staff member to travel with child in the ambulance and remain with the child until a parent or emergency contact arrives at the hospital (this will need to be managed to ensure appropriate supervision for children remaining at site. If an incident occurs during an excursion, educator-to-child ratios will always be maintained. Should a child require ambulance transport, an educator will accompany the child. If an incident occurs on site, the Early Childhood Lead will be contacted and will attend the site.
6. Site leader to contact the [Incident Management directorate \(IMD\)](#) and relevant Education Director
7. Report the injury on the Incident and Response Management System (IRMS) within 12 hours, and to the Education Standards Board or SafeWork SA (as required)

Reportable serious injuries to a child can include (but are not limited to)...

- > The child receives medical treatment
- > Medication was incorrectly administered (i.e., medication given to the wrong child, or an incorrect dose administered)
- > The incident/injury requires notification to the Education Standards Board or SafeWork SA

Head injuries

Site to contact a parent/guardian to collect and advise to seek an assessment by a health professional and continue to monitor symptoms. Serious problems may not be obvious for several hours after injury – call **triple zero (000)** immediately or at any time if...

You observe...

- > A high-impact event to the head
- > Bruises or bleeding to head or face
- > Grabbing or clutching at head
- > Vomiting

- > Seizure
- > Sensitivity to light or noise
- > Altered consciousness ○ Loss of consciousness or responsiveness ○ Dazed or blank look ○ Confused or not aware of events ○ Difficulty remembering
- > Altered mobility ○ Lying motionless or slow to get up ○ Unsteady on feet, falling over or uncoordinated ○ Balance problems or dizziness ○ Movement unusual for this child

The injured child reports...

- > Headache
- > Nausea or feels like vomiting
- > Blurred vision
- > Feeling dazed or 'not right'
- > Neck pain
- > A knock/blow to the head

Excursions & Incursions

Excursions and incursions must have adequate first aid provisions. Consideration should be made into taking a portable first aid kit to treat minor injuries that do not require immediate professional medical treatment.

- > **Minimum training requirements** | Assess first aid needs based on the excursion location and activity.
- > **First aid/participants ratio** | Have one of the following:
 - a designated first aider in the group
 - an educator trained in first aid,
 - a first aider available at the excursion location, or access to local area GP/medical facilities, or
 - a paramedic in close proximity.

First aider ratios

As a minimum, preschools must have always at least 1 designated first aider in attendance. At Modbury North Kindergarten all our contracted and permanent staff are first aid qualified.

Designated first aiders

Our designated first aiders are...

- > Timsy Jyoti | Director
- > Laura Stradling | Teacher
- > Lam Chi Hay (Freda) | Teacher
- > Veronica Martin | Teacher
- > Sonya Oakley | Permanent ECA (first Aid Officer)

First aid qualifications

Designated first aiders undertake regular training to maintain the currency of their qualification. The national regulator who oversees first aid training has made some changes to first aid courses that

applies to all courses delivered from October 2021. All first aid certificates issued under the old course codes will remain valid until the expiry date shown on the certificate. Designated first aiders don't need to update their training until their current certificate expires.

Designated first aiders at our site are required to hold a HLTAID012 first aid qualification (or a current HLTAID004), which must be updated every 3 years. They are also encouraged to complete an annual CPR training course (formerly HLTAID001/HLTAID009 from October 2021).

Designated First Aid Officer: Sonya Oakley is our designated first aid officer

First Aid Kit

- The First Aid Officer checks the first aid kit at the beginning of each term.
- Any required stock is ordered and replaced as needed to ensure kits remain fully equipped and compliant.

Medication Management:

- The First Aid Officer monitors all children's medications, including expiry/use-by dates.
- Families will be notified prior to expiry if medication requires replacement.
- All medication is stored and administered in line with the service's Medication Policy and legislative requirements.

First aid kits and equipment:

Our site complies with first aid kit requirements, i.e. a site first aid kit, and additional portable first aid kit for each designated first aider.

Our site first aid kit is in **the kitchen alongside medication** (identified by a first aid sign) and is inspected and replenished at least termly, this is recorded on expiry dates document. Our portable kit is located **by the kids change table in the kid's toilet** (identified by a first aid sign) and is inspected and replenished at least every six months and is inspected and replenished at least every six months. Evacuation diagrams also display the first aid kit locations.

Defibrillator Procedure

- The defibrillator is in the indoor arts area, secured in a locked wall-mounted box.
- The Staff and First Aid Officer must check the defibrillator each morning before children arrive.
- The check involves confirming that the indicator light is green.
- A Defibrillator Register is maintained.
- The Staff and First Aid Officer must tick and date the register each day to confirm the check has been completed.
- The staff and First Aid Officer is responsible for ensuring the defibrillator is checked daily and remains in working order.
- Any concerns or faults must be reported immediately to the Director.

Documenting and reporting

Injuries requiring notification under the education and care services national law are...

- > The death of a child while being educated and cared for by the services or following an incident while being cared for by the service

- > Any incident involving serious injury or trauma to a child which a reasonable person would consider required urgent medical attention from a registered medical practitioner, or for which the child attended, or ought reasonably to have attended, a hospital
- > Any incident involving serious illness of a child for which the child attended, or should reasonably to have attended, a hospital
- > Attendance of emergency services at the education and care services premises was sought because of an emergency

Any circumstance that poses a risk to the health, safety, or wellbeing of a child attending the service (7-day notification period)

Notification process

Minor injuries

- > Record injuries on the Incident, injury, trauma and illness record
- > Record injuries in the site's first aid folder
- > Inform the parents/guardians that their child has received first aid
- > Report the injury on the Incident and Response Management System (IRMS) within 12 hours
- > Report the injury to the Education Standards Board or SafeWork SA (if required)

Serious injuries

Where it is deemed to be a serious notifiable incident (see above), the site leader must contact the Incident Management directorate (IMD) and inform the relevant Education Director. Parents are to be notified as soon as practicable following the incident (and no later than 24 hours after the event).

The site must then...

- > Record injuries on the Incident, injury, trauma and illness record ○ Obtain a signature of the witness and parent on the record
- > Record injuries in the site's first aid log
- > Inform the parents/guardians that their child has received first aid ○ Record all attempts made to contact parent/s
- > Submit a report on IRMS within 12 hours, ensuring to include outcomes for child and strategies undertaken to reduce the risk of incident reoccurring
 - Scan and attach Incident, injury, trauma and illness record on IRMS
- > Report the injury to the Education Standards Board or SafeWork SA (if required)

First aid resources

- > **Department for Education resources** ○ First aid in schools and preschools ○ First aid kit contents checklist
 - Employee first aid medical information form ○ First aid log for minor student injuries
 - Sports, adventure, camps, and excursions risk management plan ○ Safety training matrix
 - Support for schools and preschools with children and young people with complex and invasive health needs
 - Managing student medical conditions

- [Health support planning for children and students in education and care settings](#) ○ [Head injury first aid in education and care settings](#)
- [First aid requirements for temporary employment in government schools and preschools](#)
- > **Other resources** ○ [You've got what?](#)
 - [Viral gastroenteritis – including symptoms, treatment, and prevention](#) ○ [SA Health COVID-19 health information](#) ○ [Australian Immunisation Handbook](#)
 - [Australian Children's Education and Care Quality Authority](#)
 - [Office of the Commissioner for Public Sector Employment Determination 3.1: Employment conditions – hours of work, overtime, and leave](#)
 - [Staying healthy: preventing infectious diseases in early childhood education and care services](#)

Supporting information

- > **Education and Early Childhood Services (Registration and Standards) Act 2011** | [https://www.legislation.sa.gov.au/_/legislation/lz/c/a/education%20and%20early%20childhood%20services%20\(registration%20and%20standards\)%20act%202011/current/2011.46.auth.pdf](https://www.legislation.sa.gov.au/_/legislation/lz/c/a/education%20and%20early%20childhood%20services%20(registration%20and%20standards)%20act%202011/current/2011.46.auth.pdf)
- > **Education and Care Services National Regulations** | <https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>
- > **South Australian Public Health Act 2011** | <https://www.legislation.sa.gov.au/LZ/C/A/SOUTH%20AUSTRALIAN%20PUBLIC%20HEALTH%20ACT%202011.1.aspx>
- > **Work Health and Safety Act 2012** | <https://www.legislation.sa.gov.au/LZ/C/A/WORK%20HEALTH%20AND%20SAFETY%20ACT%202012.aspx>
- > **Work Health and Safety Regulations 2012** | <https://www.legislation.sa.gov.au/LZ/C/R/WORK%20HEALTH%20AND%20SAFETY%20REGULATIONS%202012.12.aspx>
- > **Education and Children's Services Regulations 2020** | <https://www.legislation.sa.gov.au/LZ/C/R/EDUCATION%20AND%20CHILDRENS%20SERVICES%20REGULATIONS%202020/CURRENT/2020.204.AUTH.PDF>
- > **First aid in the workplace – Code of Practice** | https://www.safework.sa.gov.au/_data/assets/pdf_file/0004/136264/First-aid-in-the-workplace.pdf
- > **Education and Care Services National Regulations 2011** | <https://www.acecqa.gov.au/nqf/national-lawregulations/national-regulations>
- > **Australian Standard AS 3745 – 2010 planning for emergencies in facilities** | <https://ablis.business.gov.au/service/wa/australian-standard-as-3745-2010-planning-for-emergencies-infacilities/29668>
- > **National Quality Standard and Regulations** | [National Quality Standard 2.1](#) ○ [Regulation 168 \(2\)\(a\) – Policies and procedures](#) ○ [Regulation 85 – Incident, injury, trauma, and illness](#)
 - [Regulation 86 – Notification to parents of incident, injury, trauma, and illness](#) ○ [Regulation 87 – Incident, injury, trauma, and illness record](#) ○ [Regulation 136 – First aid qualifications](#)

- Regulation 161 – Attendance and enrolment records
- > **Department for Education** ○ First aid and infection control standard ○ Reporting critical incidents, injuries, hazards and near misses procedure ○ Work health and safety policy
- Reporting critical incidents and injuries procedure
- Insurance and claims management in relation to children, students or visitors on departmental premises or participating in departmental activities
- Safety management procedure
- Special leave policy
- Protecting children against vaccine preventable diseases procedure ○ Camps and excursion policy ○ Camps and excursion procedure
- Sporting and adventure activities standard

Approvals

Status: Approved

Version: 0.1

Approved by: Name | Timsy Jyoti

Approved by: Name

Approval date: 8th Aug 2025

Next review date: 8th Aug 2028 (must be 3 years from the approved date)