

1. First Aid Policy Statement

St Nicholas is committed to providing children with an environment that promotes their health, safety, and wellbeing. St Nicholas will provide immediate and effective first aid to children, families, or visitors, as required.

2. Purpose

The purpose of this Policy and Procedure is to ensure:

- All St Nicholas services operate in accordance with the relevant legislative and regulatory requirements and that there are appropriate procedures in place for incidents where the administration of first aid is required.
- St Nicholas staff met all regulatory requirements in relation to the administration of first aid including holding current qualifications.

3. Procedure Direction

Step	Detail
In the case of a minor incident or accident	• Assess the injury. • Attend to the injured person and apply first aid as required. • Ensure disposable gloves are worn when dealing with all blood and bodily fluids and that they are cleaned up and disposed of in a safe manner. • Record the incident on an incident report in OWNA • Notify the parents by phone after the incident if the child has a minor head injury or the incident has caused the child to be distressed. • Record notification on incident report in OWNA
In the case of a major incident or accident	• Assess the injury and decide whether the child needs to be attended to by a local doctor or whether an ambulance should be called. • If the child's injury is serious, the priority is to get immediate medical attention. Although parents should be contacted straight away, if not possible, there should be no delay in organising proper medical treatment. • Attend to the injured person and apply first aid as required. • Ensure that disposable gloves are used with any contact with blood or bodily fluids. • Stay with the child until suitable help arrives or they are taken for further treatment.

	• Try to make the child as comfortable as possible and reassure them. • If an ambulance is called and the child is taken to hospital a staff member/educator will accompany the child if a parent has not arrived, and if ratios of remaining children can be maintained. • Contact your Operations Manager or a senior manager as soon as practically possible. A report must be made to the Regulatory Authority within 24 hours of the incident occurring via the NQAITS portal. • Complete an incident report in mnResponse • Complete the incident form in OWNA.
First Aid qualifications	St Nicholas Early Education will ensure that in any location where children are being educated and cared for, at least one staff member will be in attendance who is immediately available in an emergency at all times, and who: • holds a current, approved first aid qualification relevant to the Education and Care sector and which is currently approved by ACECQA • has undertaken approved anaphylaxis management training (training completed within the previous three years). • has undertaken approved emergency asthma management training (training completed within the previous three years). • holds current emergency life support and cardiopulmonary qualification (CPR) with training completed within the past 12 months).
General	Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women, and people with medical conditions. • All employees and visitors requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary. These medications should be stored in a secure location and not accessible to children. • First aid should only be applied by employees who have a valid First Aid Certificate. • In the case of a needle stick injury, educators should refer the CDMN Sharps Management Procedure.
First Aid kits	• First Aid kits must be suitably stocked for the number of children attending the service • All contents of the kits must be in date and all expired products removed during regular monthly checks of the contents In service the number, size and location of First Aid kits will be determined by: • The number of children attending the service • The number or indoor spaces and proximity of outdoor spaces in the service

	- The location of First Aid kits must be easily identified - First Aid kits must not be readily accessible to children Excursion and Evacuation kits - First Aid kits must be available and taken on each excursion and during regular transportation - Children's emergency medication (EpiPens, Asthma medication) must be taken on every excursion if the child is attending the excursion
Emergency Asthma management	- All services must have a copy of a First Aid Asthma poster available - Services must have a Blue 'reliever' puffer and spacer available on site - Any child who attends the service who has an Asthma Action Plan must have their emergency medication with them. If the medication is not available on the day, the child's parent/authorised persons must be contacted to collect the child from the service. - Asthma Action Plans must be current, according to the information provided on the Plan by a medical practitioner
Anaphylaxis management	- All services must have a copy of a First Aid for Anaphylaxis poster available - Services must have a service adrenaline medication (e.g. EpiPen auto injector, Anapen auto injector, Neffy nasal spray) available on site. - Any child who attends the service who has an Anaphylaxis Action Plan must have their emergency medication with them. If the medication is not available on the day, the child's parent/authorised persons must be contacted to collect the child from the service as a matter of priority. - The child's Anaphylaxis Action Plan must be reviewed in accordance with the doctor's review date, or earlier if there are changes to the child's condition or treatment.
Authorisations from families	- Parents must provide authorisation in their child's enrolment form for the approved provider, nominated supervisor or an educator to seek medical treatment for their child from a registered medical practitioner, hospital or ambulance service and, if required, for transportation by an ambulance service. - Emergency Asthma or Anaphylaxis medication can be administered to a child in the case of an anaphylaxis or asthma emergency without seeking authorisation prior.

4. Roles and Responsibilities

Role	Responsibility
Approved Provider	Ensure that the obligations under the Education and Care Services National Law and National Regulations are met.

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	Take reasonable steps to ensure that the St Nicholas staff members, educators and visitors follow the policy and procedures.
Nominated Supervisor Responsible Person	- Adhere to the Incident, Injury, Trauma, and Illness Procedure in all accident situations. - If required, support educator/s at scene of accident. - If necessary, organise alternate care or collection by parents of other children at the education service. - Ensure that all blood or bodily fluids are cleaned up in a safe manner - Ensure that anyone who has come in contact with any blood or fluids washes in warm soapy water. - Report accidents/incidents to appropriate authorities as soon as possible where medical or emergency attention was sought or should have been sought for a child - Ensure first aid kits are correctly stocked and stored. - Ensure educators are suitably trained in areas identified in 'First Aid Qualifications'. - Ensure that all first aid kits are checked at least quarterly, including expiry dates on applicable items. - Take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff and stakeholders - Take reasonable steps to inform and support educators and staff of their responsibilities in implementing the policy and procedures at all times - Guide and mentor educators and staff to be able to follow the policy and procedures
St Nicholas Staff / Educators	- Adhere to the Incident, Injury, Trauma, and illness Procedure in all accident situations. - Take immediate steps to secure urgent medical attention. - Reassure the other children and keep them calm, keeping them informed about what is happening, and away from the injured child. - Ensure that the child is kept under the adult supervision until the child recovers or until a parent of the child or a responsible person takes charge of the child. - Advise the parent or guardian if any matter concerning the child's health arises while the child is being provided with the education and care service. - Inform the parent, family or other responsible person as required of the emergency. - Ensure a fully stocked and updated first aid kit is kept in a secure and accessible location at the service. - Take a sufficiently stocked first aid kit on excursions.

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	• Ensure a cold compress is available at the service. • Adhere to policies and procedures
Parent / Guardian	• Be aware of, support and follow the service's policies and procedures.

5. Related Documents

Policies and Procedures

- Enrolment and Orientation Policy and Procedure
- Incident, Injury, Trauma and Illness Policy and Procedure
- Administration of Medication Policy and Procedure
- Dealing with Medical Conditions Policy and Procedure
- Infectious Diseases Policy and Procedure
- Incident, Injury, Trauma and Illness form
- Records Management Policy and Procedure
- CDMN Sharps Management Procedure

Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulations: 85, 86, 87, 89, 94, 161, 162, 183,
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Sections: 167

Other References

Guide to the National Quality Standard. www.acecqa.gov.au

The Administration of First Aid Policy Guidelines ACECQA. March 2026

National Quality Standard

- QA 2.1.2 Health practices and procedures
- QA 2.2.2 Incident and emergency management
- QA 5.1.2 Dignity and rights of the child
- QA 6.1.2 Parent views are respected
- QA 7.1.2 Management systems

6. Definitions

Term	Definition
Educator	A St Nicholas team member whose primary role is working directly with children

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Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
OOSH	St Nicholas service providing education and care to school aged children

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 1 - 2 years to ensure it continues to be current and effective.

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