

4.18 CKC First Aid Policy

The service acknowledges its responsibility to ensure appropriate procedures are in place for managing all incidents requiring first aid treatment. Therefore, a proactive approach is taken in ensuring all educators are aware of their responsibilities, are suitably trained in first aid response and have access to appropriate first aid resources and equipment.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011*
- *First Aid in the Workplace Code of Practice 2021*
- *National Quality Standard, Quality Area 2 – Children's health and safety*
- *Policies: 4.5 – Illness, Injury, Incident or Trauma, 4.11 – Emergency Health and Medical Procedure Management, 6.3 – Workplace Health and Safety*



Procedures

First aid supplies and resources (Refer to 4.18.2 first aid supplies checklist)

As per regulatory requirements, the service shall ensure there is an appropriate number of suitably equipped first aid kits that are accessible for use within the service. As per the *First Aid in the Workplace Code of Practice 2021*, the first aid kit should contain (as a minimum):

- Instructions for providing first aid including cardio-pulmonary resuscitation (CPR) flow chart;
- Adhesive strips (assorted sizes) for minor wound dressing;
- Splinter probes (single use, disposable);
- Hypo-allergenic adhesive tape for securing dressings and strapping;
- Eye pads for emergency eye cover;
- Triangular bandage for slings, support and/or padding;
- Hospital crepe or conforming bandage to hold dressings in place;
- Wound/combine dressings to control bleeding and for covering wounds;
- Non-adhesive dressings for wound dressing;
- Safety pins to secure bandages and slings;
- Scissors for cutting dressings or clothing;
- Kidney dish for holding dressings and instruments;
- Small dressings' bowl for holding liquids;
- Gauze squares for cleaning wounds;
- Forceps/tweezers for removing foreign bodies;
- Disposable nitrile, latex or vinyl gloves for infection control;

- Sharps disposal container for infection control and disposal purposes;
- Sterile saline solution or sterile water for emergency eye wash or for irrigating eye wounds; cleaning wounds. This saline solution must be discarded after opening;
- Resuscitation mask to be used by qualified personnel for resuscitation purposes;
- Antiseptic solution for cleaning wounds and skin → no longer allowed due to allergies
- Plastic bags for waste disposal;
- Note pad and pen/pencil for recording the injured or ill person's condition and treatment given;
- Re-usable ice-pack for the management of strains, sprains and bruises. Re-usable or "one off use" ice-packs will be accessible for the management of strains, sprains and bruises.
- Digital thermometer

First aid information shall be easy to understand and accessible to educators. A variety of information methods may be used including verbal explanations and/or demonstrations, videos and posters (in plain English or other appropriate languages).

Risk assessments will be undertaken to identify the possibility of specific injuries and illnesses such as burns, eye injuries and/or poisoning occurring. In this instance, additional first aid kit contents and facilities may be provided.

The coordinator and/or assistant coordinator shall be responsible for completing a checklist of supplies for each first aid kit on a regular basis.

First aid responders

The service will ensure that at least one educator with a current first-aid and CPR qualification, anaphylaxis management and emergency asthma management training as required by the Education and Care Services National Regulations 2011, is in attendance at any place children are being cared for, and immediately available in an emergency, at all times that children are being cared for by the Service.

A suitably qualified first aid educator shall undertake the initial management of any injuries and illnesses occurring at the service. The initial care provided shall be consistent with their level of first aid training and competence. If the first aid incident is deemed to be of a serious nature, the injured or ill person shall be referred for medical assistance and the parent / carer / guardian will be notified. (Refer to flow chart 4.5.1)

The service will ensure the currency of educator first aid qualifications in accordance with requirements for accredited training refresher updates including general first aid, CPR, asthma and anaphylaxis (refer to approved qualifications on the ACECQA website).

Information about the service's first aid procedures and provisions shall be provided to educators through the induction process on commencement of employment.

Current information about specific risks in the workplace and any changes affecting the provision and use of first aid will be provided to educators on a regular basis.

Administering first aid

Procedures for administering first aid will be in accordance with policy 4.5 CKC Incident, Accident, Illness, Injury or Trauma policy. The first aid procedures developed and implemented at the service are designed to:

- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured
- Preserve life;
- Ensure that ill or injured persons are stabilised and comforted until medical help arrives;

- Monitor ill or injured persons in the recovery stage;
- Apply further first aid strategies if the condition does not improve; and

All educators and volunteers shall be informed about first aid equipment and facilities via induction and the Educator Handbook;

The coordinator and educators will ensure children are advised of what to do, where to go and whom to seek first aid assistance from, whilst in attendance at the service.

Children attending the service with identified health and/or medical conditions will be required to have a medical management plan in place. This action plan will be followed in the event of first aid needing to be administered.

First aid records

All incidents requiring first aid treatment will be recorded on the appropriate child or educator reporting minor / major incident / accident / illness / injury forms.

First aid incident reports will be reviewed by the coordinator on a periodic basis to identify areas or practices of the service that are likely to give rise to injury or illness. Such periodic reviews will also be used to:

- Review safety procedures for preventing further problems;
- Implement safer and healthier work practices; and
- Identify where first aid facilities and services are most needed;

First aid records relating to incidents involving educators will be kept in their staff file and maintained for workers' compensation purposes.

A copy of the first aid record shall accompany an injured or ill person if the person is transferred to a medical service or hospital.

Employees shall be given a copy of their first aid record or have access to that record on request. The original copy of the first aid record shall be retained at the Service.

The parent / carer / guardian of a child shall be given a copy of their first aid record or have access to that child's record on request. The original copy of the first aid record shall be retained at the Service.

References:

Queensland Government, WorkSafe Queensland. First Aid in the Workplace Code of Practice 2021. Retrieved 18/09/2025 from https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0019/72631/first-aid-in-the-workplace-cop-2021.pdf

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