

### 1. Policy Statement

SPLASH is committed to providing a safe, supportive, and responsive environment that prioritises the health, safety and wellbeing of all children.

We recognise that timely and appropriate first aid is critical in responding to illness, injury, and emergencies. Our service ensures that all educators and staff are equipped with the knowledge, training, and resources required to administer first aid effectively and in accordance with best practice, legislative requirements, and our commitment to duty of care.

This policy reflects our service philosophy by promoting proactive risk management, collaborative partnerships with families, and continuous improvement in health and safety practices.

### 2. Background

The Education and Care Services National Regulations require approved providers to ensure policies and procedures are in place for the administration of first aid.

Children are at risk of injury and illness in any education and care environment. Immediate and appropriate first aid can prevent conditions from worsening and support recovery outcomes.

This policy ensures that SPLASH:

- Meets its legal obligations
- Maintains a high standard of care
- Provides a consistent and effective response to incidents

### 3. Legislative requirements

SECTION/REGULATION	DESCRIPTION
Section 167	Offence relating to protection of children from harm and hazards
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parent of incident, injury, trauma and illness
Regulation 87	Incident, injury, trauma and illness record
Regulation 88	Infectious diseases
Regulation 89	First aid kits
Regulation 90	Medical conditions policy



Regulation 92	Medication record
Regulation 93	Administration of medication
Regulation 94	Exception to authorisation requirement- anaphylaxis or asthma emergency
Regulation 101	Conduct of risk assessment for excursion
Regulation 102c	Conduct of risk assessment for transporting of children by the education and care service
Regulation 136	First aid qualifications
Regulation 137	Approval of qualifications
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and Care services must have policies and procedures
Regulation 170	Policies and Procedures to be followed
Regulation 171	Policies and Procedures to be kept available
Regulation 172	Notification of change to policies and procedures
Regulation 176	Time to notify certain information to Regulatory Authority
Regulation 183	Storage of records and other documents

#### 4. Principles to inform our Policy

- The health, safety and wellbeing of children is a paramount consideration for our service. Therefore, we will take 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.
- We ensure that educators and staff are able to undertake their roles effectively. In relation to the administration of first aid, they will receive regular training to ensure their qualifications are approved and up-to-date, as well as access to suitably equipped first aid kits.
- We ensure that there is at least one staff member with current first aid qualifications in attendance at all times so that education and care is provided to children.
- Clear roles ensure that management, educators, and staff are aware of their responsibilities in relation to the administration of first aid, notifications and reporting.
- We create opportunities for children to learn and develop. This includes incorporating health and safety into the educational program.



### 5. Key Terms

TERM	DEFINITION	Source
<b>ACECQA - Australian Children's Education and Care Quality Authority</b>	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	ACECQA.gov.au
<b>Approved anaphylaxis management training</b>	Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	National Regulations (Regulation 136)
<b>Approved emergency asthma management training</b>	Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.	National Regulations (Regulation 136)
<b>Approved first aid qualification</b>	A qualification approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website with content such as: Emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.	National Regulations (Regulation 136)
<b>Communications Plan</b>	A plan that outlines how relevant educators, staff members and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child. It also sets out how families can communicate any changes to the medical management plan and risk minimisation plan for the child.	National Regulations (Regulation 90)
<b>Current</b>	To be considered current, the following qualifications are taken to be current if the	National Regulations (Regulation 136)



	<p>qualification was attained or the training was undertaken within the previous three years:</p> <ul style="list-style-type: none"> <li>○ Approved first aid qualifications (except for a qualification that relates to emergency life support and cardio-pulmonary resuscitation which must be completed within the previous year)</li> <li>○ Approved anaphylaxis management training</li> <li>○ Approved emergency asthma management training.</li> </ul> <p>Approved providers have until 1 April 2024 for any necessary training to be undertaken to ensure first aid qualifications and anaphylaxis and asthma management training is current, as per the above timeframes.</p>	
<b>Emergency</b>	An incident, situation or event where there is an imminent or severe risk to the health, safety, or wellbeing of a person at the service. For example, a flood, fire, or a situation that requires the service premises to be locked down.	Guide to the NQF (Operational Requirements- QA7)
<b>First Aid</b>	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.	Safe Work Australia
<b>Health Information</b>	<p>Health information about each child must be kept in their enrolment record. This includes:</p> <ul style="list-style-type: none"> <li>• the contact details of their registered medical practitioner</li> <li>• their Medicare number (if available)</li> <li>• their specific healthcare needs and allergies (including anaphylaxis)</li> <li>• any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed</li> <li>• any dietary restrictions</li> </ul>	National Regulations (Regulation 162)



	<ul style="list-style-type: none"> <li>• their immunisation status</li> <li>• whether a child health record has been sighted.</li> </ul>	
<b>Medical management Plan</b>	Individual medical management plans can be provided by a child's family and may be required by the service before the child is enrolled. It is best practice for the family to consult with the child's medical practitioner in the development of the plan and for the practitioner's advice to be documented.	Guide to the NQF (QA2- Children's Health and Safety)
<b>Medication</b>	Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website.	National Regulations (Definitions)
<b>Medication Record</b>	A record to be kept for each child to whom medication is to be administered by the service. Details to be recorded: <ul style="list-style-type: none"> <li>○ the child's name</li> <li>○ the authorisation to administer medication</li> <li>○ the name of the medication</li> <li>○ the date and time the medication was last administered</li> <li>○ when the medication should be next administered</li> <li>○ the dosage to be administered</li> <li>○ the manner in which it is to be administered</li> <li>○ details once it is administered.</li> </ul>	National Regulations (Regulations 92)
<b>Risk Management Plan</b>	A plan developed with a child's parents to ensure that: <ul style="list-style-type: none"> <li>• the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised</li> <li>• practices and procedures in relation to the safe handling, preparation,</li> </ul>	National Regulations (Regulation 90)



	<p>consumption, and service of food are developed and implemented (if relevant)</p> <ul style="list-style-type: none"> <li>• practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented (if relevant)</li> <li>• practices and procedures ensuring that all educators, staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented</li> <li>• practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition are developed and implemented (if relevant).</li> </ul>	
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### 6. Links to Other Policies

- Incident, injury, trauma, and illness
- Providing a child safe environment
- Enrolment and orientation
- Emergency and evacuation
- Excursions
- Safe transportation of children
- Dealing with infectious diseases
- Dealing with medical conditions in children
- Sun protection
- Water safety
- Acceptance and refusal of authorisations.

### 7. Induction and Training

*Living and Learning Together in Christ*

44 Audrey Avenue, Blair Athol, South Australia 5084

**T** 08 8260 2655 **E** admin@stpaulba.sa.edu.au

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**St Paul  
Lutheran School**

# St Paul Lutheran School- SPLASH

Administration of First Aid Policy and Procedures

March 2026

The nominated supervisor will ensure that:

- All educators, staff and volunteers will be informed of this policy during induction
- Administration of first aid practices will be reviewed regularly at staff meetings
- Ongoing training and updates will be provided as required
- Casual and relief staff will be made aware of expectations prior to commencing work

## 8. Policy Review

Last review: March 2026

Next review: March 2027

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SCHOOLS

A Christ-Centred Community of K-12 Lutheran Schools



## Procedural Guidelines

### 1. Reference to Policy and Philosophy

These procedures support the Administration of First Aid Policy and reflect SPLASH's commitment to ensuring children's health, safety and wellbeing through best practice, compliance, and continuous improvement.

### 2. Procedures

#### 2.1 First aid Administration

- First aid may be administered by any staff qualified to do so.
- All administered first aid, no matter how minor must be recorded on the pink forms found in the First Aid folder.
- For any injuries involving head and severe bleeding, bruising or swelling parents / care givers must be alerted immediately. For all other injuries or illnesses contact should be made within a timely manner, this may be immediately or when the child is collected, depending on the severity of the injury. Phone calls must be made by or with the knowledge of the Responsible Person in Charge.
- Any reports for notification can be noted on Spike attendance so parents are alerted upon collection.
- An Ambulance may be called at the discretion of the Responsible Person in Charge. An Ambulance should be called without regards to cost if the injury and symptoms indicate the need for emergency care. The school's insurance will cover most incidents where parents are without insurance or ambulance cover.

#### 2.2 Medication Administration

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- All medicine that is to be administered by SPLASH personnel must be handed directly to SPLASH staff or the school office when the student arrives and housed in its original packaging. The school staff will be responsible to forward any medication required by a child in SPLASH to SPLASH staff before the session commences. Students may only obtain their medicines by going to SPLASH and obtaining it from the Responsible Person in Charge for the particular shift.
  - The student's name and medicine name will be written on the container.
  - All medicines must come with attached and clear, written instructions.
  - Where practical, only the amount of medicine required to be dispensed on that school day be sent to school.
  - All medicines dispensed will be recorded on the medicine record sheet.
  - Students will be encouraged not to take analgesics as an initial strategy but will be offered alternatives for pain management such as water, fresh air, rest, hot drinks.
  - Analgesics will only be given if supplied in their original packaging and with the written instruction of the parent/guardian.
- Dispensing of any medication will be recorded on the medicines form.

### 2.3 First Aid Kits

Splash will have a number of First Aid kits suitably equipped to provide initial care to injured students. Small [bumbags] and larger kits are available and should always accompany staff on excursion. A generic asthma puffer and spacer and generic epipens will be stored in the First aid cupboard and taken on excursions. These items are dated and regularly replaced when expiration is due.

When on excursions or using the park or basketball courts first aid kits and walkie talkies must be taken by staff.

### 2.3 Qualifications

SPLASH staff will receive regular training in first aid and medicine information. All Responsible person's (RP) should be fully trained in HLTAID012 - Provide an emergency first aid response in



an education and care setting. Annual updates of CPR – HLTAID009 will be provided to staff upon completion of the full first aid course.

### 2.5 Documentation and Recording

- All incidents are to be recorded within 24 hours and parents notified within same timeframe.
- Serious incidents requiring follow up medical attention must be reported to ACECQA within 24 hours, via the NQAITS Portal. Such incidents must be reported to the school via a Complispace safety incident report.
- When an injury or illness occurs a record must be kept in line with regulation 87.
  - It will include:
    - details of the incident or injury;
    - details of the child.
    - circumstances surrounding the incident;
    - time and location of incident and
    - actions taken by the educators in relation to the incident or injury.
    - These details are recorded on the pink form and made available to the parents as soon as possible. Forms should be signed by the parents and stored with the students files.

### 2.6 Excursions

- On excursions, first aid kits must be taken
- At least one qualified staff member must be present
- Risk assessments must include first aid considerations.

## 3. Roles and Responsibilities

ROLE	RESPONSIBILITIES
<b>Approved Provider</b>	<ul style="list-style-type: none"> <li>• Ensure that obligations under the Education and Care Services National Law and National Regulations are met</li> <li>• Take reasonable steps to ensure that the nominated supervisor, educators, staff and volunteers follow the policy and procedures.</li> </ul>



	<ul style="list-style-type: none"><li>• Centre-based service:<ul style="list-style-type: none"><li>○ ensure at least one educator, staff member or nominated supervisor is in attendance and immediately available in an emergency who:</li><li>○ holds a current approved first aid qualification</li><li>○ has undertaken current approved anaphylaxis management training</li><li>○ has undertaken current approved emergency asthma management training.</li></ul></li><li>• ensure an appropriate number of first aid kits are kept, having regard to 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 and any requirements for excursions and/or transportation of children, where applicable.</li><li>• Premises on school site:</li><li>• Ensure at least one school staff member is in attendance and immediately available in an emergency who:<ul style="list-style-type: none"><li>○ holds a current approved first aid qualification</li><li>○ has undertaken current approved anaphylaxis management training</li><li>○ has undertaken current approved emergency asthma management training.</li></ul></li><li>• ensure an appropriate number of first aid kits are kept, having regard to 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 and any requirements for excursions and/or transportation of children, where applicable.</li><li>• Ensure that information relating to the administration of first aid resulting from an incident, injury, trauma or illness is recorded in the Incident, injury, trauma and illness record. It should be recorded as soon as possible, and within 24 hours, after the incident, injury, trauma or illness</li><li>• Ensure that incidents, injury, trauma and illness events requiring first aid are notified to families as soon as practicable but not later than 24 hours after the occurrence. In the case of a serious incident, notification must also be given to the regulatory authority within 24 hours</li></ul>
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	<ul style="list-style-type: none"> <li>• Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow The administration of first aid policy and procedures</li> <li>• Ensure that copies of the policy and procedures are readily accessible to the nominated supervisor, coordinators, educators and staff, and available for inspection</li> <li>• Notify families at least 14 days before changing the policy or procedures if the changes will:             <ul style="list-style-type: none"> <li>○ affect the fees charged or the way they are collected or</li> <li>○ significantly impact the service’s education and care of children or</li> <li>○ significantly impact the family’s ability to utilise the service.</li> </ul> </li> </ul>
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>• Implement The administration of first aid policy and procedures</li> <li>• Ensure at least one educator or staff member holds current approved first aid qualifications and is in attendance at all times that children are being educated and cared for by the service, including on excursions and during periods of transportation</li> <li>• Ensure an appropriate number of first aid kits are kept, having regard to the number of children at the service, and they are suitably equipped, easily recognisable and readily accessible to adults having regard to the design of the service premises</li> <li>• ensure an appropriate number of suitably equipped first aid kits are taken on excursions</li> <li>• monitor and maintain stock in first aid kits</li> <li>• Support educators and staff to maintain their current first aid qualifications.</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>• Implement The administration of first aid policy and procedures</li> <li>• maintain current approved first aid qualifications</li> <li>• seek further medical attention if required after first aid has been administered</li> <li>• Record information as soon as possible, and within 24 hours after the incident, injury, trauma or illness, in the Incident, injury, trauma and illness record (including any first aid administered), and ensure families are appropriately notified</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensure an appropriate number of suitably equipped first aid kits are taken on excursions</li> <li>• Monitor and maintain stock in first aid kits</li> <li>• Be aware of children attending the service with allergies and their attendance days and apply this knowledge when providing first aid</li> <li>• While attending to a child requiring first aid, ensure other children are adequately supervised.</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation</li> <li>• Notify the service upon enrolment of any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed</li> <li>• Ensure any medical management plans at the service are kept up-to-date</li> <li>• If needed, collect their child as soon as possible when notified of an incident, injury, trauma or illness that required first aid</li> <li>• Be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention</li> <li>• Notify educators or staff if there has been a change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care and require the administration of first aid.</li> </ul>

#### 4. Related Policies

- Providing a child safe environment
- Excursions Policy
- Governance and Management Policy
- Interactions with Children Policy



- Enrolment and Orientation Policy
- Emergency and Evacuation Policy
- Delivery of children to, and collection from, education and care service premises.

### **5. Induction and Training**

- All staff receive training on Administration of First Aid
- Policies are included in staff induction
- Ongoing review at team meetings

### **6. Monitoring, evaluation and Review**

- Procedures reviewed annually or as required
- Feedback from staff and families considered
- Changes communicated in accordance with Regulation 172
- Regular audits undertaken of First aid kits and incident reports

### **7. Procedure Review**

Last reviewed: March 2026

Date for next review: March 2027