

2-P26 First Aid Procedure

Responsible	Nominated Supervisor, Centre Team		
Accountable 1	Chief Safety, Compliance and Quality Officer	Accountable 2	Nominated Supervisor
Consulted	Compliance Team, Policy Committee		
Informed	All staff, students, volunteers, families		

Links to ECSNR 2011 and WA 2012:

R89 R136 R146
R147 R168 2a(iv)
R246 R247

Links to NQS:

QA 2 QA 4

Related Forms:

2-F10 Incident Report
2-D4a Monthly Incident Register 2-
D4b Monthly Illness Register
4-F4 Staff Record

Related Processes:

3.3.06 Administer First Aid
3.4.11 Manage First-Aid Supplies
6.2.02 Manage Staff Record

Policy Statement

The objective of this procedure is to articulate Affinity Education Group's compliance with National Law and Regulations, including Amendment Regulations, from the Education and Care Services National Regulations 2011 and the Education and Care Services National Regulations WA 2012 as well as align practices with National Quality Standards and other relevant legislation.

First aid knowledge and appropriate response when administering initial treatment to an of care responsibilities in education and care services. National legislative requirement states that at least one person on the premises must be qualified in First Aid including CPR and Asthma and Anaphylaxis Management training. Affinity Education Group, in most services, will exceed this expectation by having more than the minimum number of employees holding these qualifications.

Please note: This procedure must be read in conjunction with the *Incident Injury Trauma and Illness, including hospitalisation and death* procedure for the management and response to injuries and the *Infection Control* procedure for guidance around glove use and handling bodily fluids.

Procedure Strategies

Qualifications

The Nominated Supervisor or Responsible Person must ensure that the following are rostered and on the premises at all times:

- At least one person who holds a current approved first aid qualification including CPR;
- At least one person who has undertaken current approved anaphylaxis management training;
- At least one person who has undertaken current approved emergency asthma management training.

(All Responsible Persons are required to hold full first aid qualifications, including approved CPR)

Either the original certificates or a copy must be stored in the employee's employment file. Expiry dates of the certificates must be recorded on the *Staff Record* to monitor currency. It is the responsibility of the employee to ensure currency.

Currency

An approved first aid qualification is taken to be current if,

- (1) emergency life support training and cardiopulmonary resuscitation training (as part of the approved first aid qualification) was completed within the previous year; and
 - (2) any other training (as part of the approved first aid qualification) was completed in the previous 3 years
- b) approved anaphylaxis management training is taken to be current if the training was completed within the previous 3 years; and
- c) approved emergency asthma management training is taken to be current if the training was completed within the previous 3 years.

Therefore, CPR will be updated annually and first aid, including anaphylaxis and asthma management training, will be updated every 3 years. Any financial costs of obtaining a certificate, attending training or maintaining currency will be the responsibility of the employee, with the exception of those in a Responsible Person role,

Responsible Persons and Nominated Supervisors

For Responsible Persons and Nominated Supervisors, they will have their first aid qualifications paid for by Affinity and completed through Affinity Academy. Please see Day to Day Charge procedure for more information on Responsible Persons eligibility and requirements.

The Centre Manager and Responsible Person will be notified by the Affinity Academy for any new person's requiring First Aid training or recertification and work with the Centre Manager to find an appropriate time to come into the service and provide the training. The certificate of completion will then be loaded automatically to SuccessFactors for that employee. Please follow Promapp Process 8.2.22 Manage First Aid Training for Responsible Persons / Nominated Supervisors.

First Aid Kits

The Nominated Supervisor or Responsible Person or their delegate is responsible for monitoring the contents of the first aid kit to ensure it is suitably stocked and supplies are within the use by dates. Check all products for expiration dates including adhesive coverings, gloves, and bandages.

Conduct a risk assessment to determine suitable quantities and contents of first aid kits. Kits will be audited monthly using the *First Aid Kit Checklist*. Remove expired stock and restock as required. First aid kits must be easily identifiable and readily accessible. The location of first aid kits will be visible by sign and adequate in number depending on the size of the centre.

Emergency telephone numbers, including the Poisons Information Centre (**131 126**) will be displayed at all telephone stations and attached to the first aid kits.

Prior to administering any first aid to an injured person, the employee will assess the situation for presence of dangers or hazards to themselves, the injured person and others in the vicinity. When an employee is attending to or administering first aid to an injured person, they will ensure appropriate care and supervision for the remaining children in their care.

When administering first aid, the following precautions will be taken:

All bodily fluids will be treated as infectious, even if the person does not exhibit signs of illness. Therefore, disposable gloves will be worn where bodily fluids are evident. Goggles or glasses may also be required. In addition to gloves, employees with open sores will cover them with water-proof coverings.

Comfort the injured person, make them comfortable and treat the injury according to first aid training.

- Minor injuries - treat as per first aid training and notify family.
- Major injuries - treat as per first aid training, seek medical attention, contact 000 immediately and notify family.
- Serious injuries - treat as per first aid training, seek emergency medical attention, contact 000 immediately and notify family.

Log moderate, major and serious injuries on Service Now and notify the Regional Manager or Director of Operations for high-risk injuries. The Incident Support Team will determine whether further reporting is required and will lodge any report to Regulatory Authorities on your behalf. They may contact you for further evidence or information.

References

Education and Care Services National Regulations 2011
Education and Care Services National Regulations WA 2012
Early Childhood Australia Code of Ethics
UN Convention on the Rights of the Child
Safe Work Australia. <http://www.safeworkaustralia.gov.au/sites/SWA>

Version Control	Date	Author	Description of Change
1.0	Oct 2013	AEG	Update ECSNR
1.2	Oct 2014	AEG	Update
V1.3	Apr 2016	AEG	Revision
V1.4	May 2017	AEG	Revision
V2.0	Oct 2017	AEG	Minor amendment
V2.1	Oct 2018	AEG	Annual Review
V2.2	Oct 2019	AEG	Scheduled review
V2.2	Nov 2020	AEG	Scheduled review
V3.0	Dec 2021	AEG	Clarification around certificates, added ASAS
V3.1	Dec 2022	AEG	Scheduled review
V4.0	Oct 2023	AEG	Clarified currency of qualifications
V4.1	Nov 2024	AEG	Scheduled review
V5.0	Nov 2025	AEG	Update to systems, revision of terminology, include paid training for Responsible Persons, update to version control
V5.1	Jun 2026	AEG	Minor addition – Responsible Person/Nominated Supervisor first aid certificate process through the Academy

Responsible = those who are responsible for carrying out the task

Accountable level 1 = the owner and person accountable for the sign off or approval of a task

Accountable level 2 = the person who is accountable for the task being carried out

Consulted = the person to be consulted with and whose input, opinions and feedback are crucial to the task

Informed = the person who should be informed and made aware of the task and any updates

Policy Written by:
Policy Team

Position:
Policy

Date:
Jun 2026

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Approved by: Affinity Education Group	Approved Date: Jun 2026	Next review date: Oct 2026
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