



ADMINISTRATION OF FIRST AID POLICY

PURPOSE

Kilkenny Primary School OSHC is committed to providing prompt, safe and appropriate first aid when a child, staff member or visitor is injured or becomes unwell.

The service will:

- Protect the safety, wellbeing, rights and best interests of children
- Provide immediate first aid and seek medical assistance when required
- Maintain suitable first aid equipment and current staff qualifications
- Notify families and the Education Standards Board (ESB) when required
- Record incidents, injuries, trauma, illness and first aid accurately

SCOPE

This policy applies to:

- Children attending Before School Care, After School Care, Vacation Care and pupil free days
- Families
- Educators and staff
- OSHC Director and Responsible Persons
- Approved Provider / Governing Council
- Volunteers, students and visitors

NATIONAL QUALITY STANDARD

Quality Area 2 – Children's Health and Safety

- 2.1.2 Health practices and procedures – effective illness, injury and hygiene practices are implemented
- 2.2.1 Supervision – children remain adequately supervised, including while first aid is being provided
- 2.2.2 Incident and emergency management – incidents and emergencies are effectively managed

Quality Area 7 – Governance and Leadership

- 7.1.2 Management systems – systems support effective risk management, record keeping and compliance





Kilkenny Primary School OSHC & Vacation Care **SERVICE POLICIES**

LEGISLATIVE FRAMEWORK

Kilkenny Primary School OSHC operates in South Australia and complies with:

- Education and Early Childhood Services (Registration and Standards) Act 2011 (SA), incorporating the Education and Care Services National Law (South Australia)
- Education and Care Services National Regulations 2011
- Education and Early Childhood Services (Registration and Standards) Regulations 2011 (SA)

Key National Regulations include:

- Regulations 85–89 – incident, injury, trauma, illness and first aid kits
- Regulations 90–95 – medical conditions and medication
- Regulations 100–102D – excursion and transport risk assessments
- Regulation 136 – first aid, anaphylaxis and emergency asthma qualifications
- Regulations 161–162 – health information and required authorisations
- Regulations 168 and 170–172 – policies and procedures
- Regulations 175–176 – notifications to the Regulatory Authority
- Regulation 183 – storage of records

Relevant National Law provisions include sections 165, 167 and 174.

DEFINITION – FIRST AID

First aid is immediate care provided to a person who is injured or becomes unwell until they recover or professional medical assistance is available.

APPROVED PROVIDER, OSHC DIRECTOR AND RESPONSIBLE PERSON RESPONSIBILITIES

The service will ensure:

- This policy and related procedures are implemented and understood by staff
- A person with a current ACECQA-approved first aid qualification is in attendance and immediately available whenever children are being educated and cared for
- A person with current approved anaphylaxis management training is in attendance and immediately available
- A person with current approved emergency asthma management training is in attendance and immediately available
- One person may hold all three required qualifications





Kilkenny Primary School OSHC & Vacation Care **SERVICE POLICIES**

- Staff rosters include contingency arrangements for breaks, leave and unexpected absences
- First aid qualification and training records are checked and kept current
- Children's medical information, action plans and risk minimisation plans are available to relevant educators
- Required family authorisations and emergency contact information are recorded at enrolment
- Suitable first aid kits are maintained and readily accessible to adults
- A portable first aid kit, required medications and emergency information accompany excursions and off-site activities

As Kilkenny Primary School OSHC operates on a school site, qualified school staff may only be relied upon under Regulation 136 where their attendance and immediate availability have been confirmed. KPS OSHC will otherwise roster its own appropriately qualified staff.

FIRST AID QUALIFICATIONS AND TRAINING

Kilkenny Primary School OSHC will:

- Check qualifications against the current ACECQA approved first aid qualification list
- Ensure approved first aid, anaphylaxis and emergency asthma training remains current
- Ensure CPR training has been completed within the previous 12 months where required for the qualification to remain current
- Ensure staff know the location of first aid kits, emergency medication and children's medical management plans during induction
- Provide additional training where a child's individual medical condition requires specific skills

For excursions:

- A suitably qualified person must attend the excursion
- If children remain at the service, qualified personnel must also remain immediately available at the service





Kilkenny Primary School OSHC & Vacation Care **SERVICE POLICIES**

WHEN FIRST AID IS REQUIRED

Educators and staff will:

- Check the area is safe before providing assistance
- Immediately notify the Responsible Person where practical
- Provide first aid within the limits of their training
- Follow relevant medical management and action plans
- Call 000 where an injury or illness is serious, life-threatening or requires urgent medical treatment
- Maintain active supervision of all children while first aid is being provided
- Keep the child calm, comfortable and appropriately supervised
- Protect the child's privacy and dignity
- Contact the family as soon as practicable
- Complete the Incident, Injury, Trauma and Illness Record as soon as possible

MEDICAL CONDITIONS AND EMERGENCIES

- Children with asthma, anaphylaxis, diabetes, epilepsy or other medical conditions will be supported according to their current medical management plan
- The KPS OSHC Medical Conditions Policy will be followed
- Emergency asthma or anaphylaxis medication may be administered without prior authorisation where permitted under Regulation 94
- Following emergency asthma or anaphylaxis treatment, families and emergency services will be contacted as required
- Other medication will be managed under the KPS OSHC Administration of Medication Policy
- Emergency treatment will not be delayed while attempting to contact a family





HEAD INJURIES

For any head injury, KPS OSHC will:

- Provide immediate first aid
- Monitor the child
- Contact the child's family promptly by phone
- Follow the KPS OSHC Head Injury Procedure
- Call 000 if serious symptoms are present or the child's condition deteriorates
- Record the injury, first aid provided and family notification

FIRST AID KITS

First aid kits will:

- Be suitably equipped for the number of children, activities and identified risks
- Be clearly identified
- Be readily accessible to adults while remaining inaccessible to children
- Contain in-date, clean and serviceable supplies
- Be checked regularly and after use
- Have supplies replaced promptly
- Be taken on excursions, transport activities and off-site experiences
- Be located where staff can access them quickly in an emergency

Medication will be stored separately and managed in accordance with medical management and medication procedures.



Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

INCIDENT RECORDS AND FAMILY NOTIFICATION

When first aid is provided, educators will record:

- Child's name and age
- Date, time and location
- What occurred
- Symptoms observed
- First aid or medication provided
- Medical or emergency services contacted
- Witnesses where relevant
- Who was notified
- Date and time of notification
- Name and signature of the staff member completing the record

Families will be notified:

- As soon as practicable
- No later than 24 hours after an incident, injury, trauma or illness as required by Regulation 86

SERIOUS INCIDENTS AND ESB NOTIFICATION

Where an incident meets the definition of a serious incident:

- The child's immediate health and safety needs will be addressed first
- The family will be contacted as soon as practicable
- The OSHC Director / Responsible Person will ensure the incident is notified to the Education Standards Board
- Notification will be made through the NQA IT System
- Notification will occur as soon as practicable and within 24 hours
- Complete and factual information will be provided
- Actions taken to reduce further risk will be documented
- The incident will be reviewed
- Required changes to practice, procedures or risk assessments will be implemented





EXCURSIONS, VACATION CARE AND PUPIL FREE DAYS

Risk assessments will consider:

- First aid and emergency response arrangements
- Availability of appropriately qualified staff
- Portable first aid kit
- Emergency medications
- Children's medical management plans
- Emergency contacts
- Access to a charged service phone
- Access to emergency services
- Location-specific hazards
- Access to medical assistance

EDUCATORS AND STAFF WILL

- Follow this policy and the Administration of First Aid Procedure
- Follow individual medical management plans
- Maintain active supervision while first aid is being provided
- Use appropriate hygiene and infection-control practices
- Report hazards and incidents
- Report missing or expired first aid supplies
- Record first aid accurately and objectively
- Maintain confidentiality
- Discuss health information only with relevant persons
- Participate in required first aid, anaphylaxis and emergency asthma training

FAMILIES WILL

- Provide accurate and current health information
- Provide current emergency contact information
- Provide current medical management plans
- Provide required medication
- Inform KPS OSHC of changes to medical conditions, medication or treatment
- Complete required enrolment authorisations
- Remain contactable or provide authorised emergency contacts
- Collect their child where illness or injury means the child can no longer safely remain at the service





CHILD SAFE PRACTICE

When providing first aid, educators will:

- Explain what they are doing in an age-appropriate way
- Listen to the child
- Respond to pain, distress or discomfort
- Use only physical contact necessary to safely provide first aid
- Respect the child's privacy and dignity
- Maintain appropriate supervision
- Escalate concerns where an injury or disclosure raises a child protection concern

MONITORING AND COMPLIANCE

KPS OSHC will maintain:

- Current staff first aid qualification records
- Current anaphylaxis and emergency asthma training records
- First aid kit checks and restocking records
- Incident, Injury, Trauma and Illness Records
- Current medical management and risk minimisation plans
- Staff induction and training records
- Excursion and transport risk assessments
- Evidence of serious incident notifications where required

These records support continuous improvement and provide evidence for ACECQA National Quality Standard and ESB assessment and rating processes.





Kilkenny Primary School OSHC & Vacation Care **SERVICE POLICIES**

CONTINUOUS IMPROVEMENT

This policy will be reviewed:

- At least annually
- Following a serious incident or complaint
- Following an identified compliance issue
- When legislation changes
- When ACECQA or ESB guidance changes
- When service practice or risk arrangements change

Feedback may be sought from children, families and staff.

Families will be provided at least 14 days' notice of significant policy changes where required under Regulation 172.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS			
PREVIOUS MODIFICATIONS			

