

FAMILY DAY CARE AUSTRALIA

CHECKPOINT SERIES

FIRST AID

A family day care educator must ensure that they have current approved first aid qualifications¹ and maintain a suitably equipped, recognisable and readily available first aid kit.²

The National Quality Standard refers to supporting all aspects of children's health including the steps taken to manage injuries.³

Key Points

- Family day care educators must hold a current approved first aid qualification and have undertaken current anaphylaxis and emergency asthma management training.
- You must ensure that you update your first aid qualification prior to its expiry date.
- Although it is impossible to prevent all children's injuries, it is still necessary to minimise the risks by determining safe experiences, and identifying measures to ensure a safe environment.
- Records of the administration of first aid must be signed by the person completing the record and by the child's parent or guardian.
- We are all aware that saline has an expiry date, but there are also less obvious first aid supplies such as Band-Aids, bandages, gauzes, alcohol wipes and even eye pads that may also have expiry dates. Remember to check all items!

Checkpoint Questions

- Are you familiar with your service's policies and procedures for the administration of first aid?
- Are you aware of your duty of care to children, families, staff and visitors in providing appropriate first aid treatment?
- Incidents requiring the application of first aid are documented and signed no later than 24 hours after the occurrence?
- Are parents / guardians notified within 24 hours of the occurrence?
- Do you have current first aid information and guides to refer to?
- Do you consider the risks that experiences may pose to children and take measures to ensure a safe environment?

First Aid Qualifications

- Do you have arrangements to ensure your qualification will not expire whilst you are providing your service?
- Do you immediately provide a copy of your renewed qualification to the coordination unit?

Useful Resources

[Approved First Aid Qualifications](#)

[St John Ambulance Australia - Products, fact sheets, training](#)

[Kidsafe safety information](#)

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PO Box 571 Gosford NSW

Telephone: 1800 658 699

Email: enquiries@fdca.com.au

Website: www.fdca.com.au



Please note that the information in this Fact Sheet represents general guidance only to encourage critical reflection on your practice. If the content raises any concerns for you, please check with your Coordinator or Service.

1 Regulation 136, 2 Regulation 89, 3 Element 2.2.2