



# First Aid Certificates Policy

## Te Kaupapa Here mō ngā Tohu Whakahaumarū Tangata

Version 1 | Mahi Tuatahi

Effective Date | [Whakamana tahito](#): September 2025 | [Hepetema 2025](#)

Next Review | [ā houanga arotake](#): September 2027 | [Hepetema 2027](#)

Policy Owner | [Rangatira Kaupapa Māhere](#): Chief Executive Officer

Key Accountabilities | [Ngā Takonga Tuatahi](#): Chief Operating Officer, Senior Teachers, Etu Ao Visiting Teacher Lead

### Introduction | [Tīmatanga Kōrero](#)

The purpose of this policy is to:

To ensure all Teachers, Head Teachers, Senior Teachers, Visiting Teachers, TONI educators, Whānau Manaaki transport team and Navigators, employed by He Whānau Manaaki Kindergarten o Tararua (Whānau Manaaki) in permanent positions or fixed term for 12 months or more, will have a current First Aid Certificate from an approved first aid training provider.

#### Reference:

A refresher First Aid Certificate is required every two years following a full comprehensive first aid course, to ensure the First Aid Certificate is current.

A First Aid Certificate is obtained following attendance at a full comprehensive first aid course run by an approved provider meeting NZQA Standards: 6402, 6401, 6400.

### Applies To | [Ko Wai Whakahāngaitia](#)

This policy applies to all He Whānau Manaaki o Tararua employees who work with children who are for the purposes of this policy, defined as Teachers, Head Teachers, Senior Teachers, Visiting Teachers, TONI educators, Whānau Manaaki transport team and Navigators.

### General Principles | [Mātāpono Whānui](#)

1. All employees permanently employed by Whānau Manaaki or employed in a long-term relieving position of 12 months or longer, will hold current First Aid Certificates.
2. Whānau Manaaki will arrange and pay for the cost of the course for permanent employees and long-term relieving Teachers to attend a refresher first aid course.
3. If a person cannot attend the first aid course they have been assigned to, they must arrange their own refresher course using one of Whānau Manaaki contracted First Aid training providers which are Red Cross and First Aid Consultants Ltd.
4. If an employee undertakes a First Aid course with a provider other than those named in point 3, Whānau Manaaki will not reimburse the cost.
5. If an employee's First Aid Certificate expires, they must attend a refresher course within three months of the expiry date. Failure to do so will mean attending a full first aid course. If this occurs, then the employee must cover the cost of the course, minus the cost of a relevant refresher course, as per 6 below.



6. If any short-term reliever wishes to attend a first aid course, they are generally expected to pay for their own first aid as it is not a requirement for them to have it. They can enrol on the course and Whānau Manaaki will invoice them the cost. Whānau Manaaki may use some discretion (based on such things as how much work the reliever accepts) and in some cases the Chief People Officer will decide not to invoice.

### Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)

#### Procedures:

1. Whānau Manaaki will record the date of issue and expiry date of Teachers, Head Teachers, Senior Teachers, Visiting Teachers, TONI educators, Whānau Manaaki transport team and Navigators First Aid Certificates, and will advise them when their certificates are due to expire.
2. Whānau Manaaki will organise regular First Aid Refresher courses which will be published in the Professional Learning and Development Calendar which is in the Whānau Manaaki weekly newsletter (*Kōrero*). Employees will enrol on the course relevant to the expiry date of their certificate.
3. Permanent employees appointed who are required to, and do not hold a current First Aid Certificate, will be supported to enrol in a First Aid course as soon as possible. The cost of this will generally be covered by Whānau Manaaki, as approved by the Chief People Officer.

### Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

- Early learning services have a statutory requirement to have 1 first aid qualified staff per 25 children, as is stated in the Education and Training Act 2020.
- Education (Early Childhood Services) Regulations 2008
- Licensing Criteria for Early Childhood Centres & Care Services 2008
- Licensing Criteria for Home-based Education & Care Services 2008

### Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.