

2(d) Health and Safety - Administration of First Aid

Purpose

At OSHC effective illness and injury management and hygiene practices are promoted and implemented. Systems are in place to manage risk associated with illness and injury that enables the effective management and operation of a quality service.

Scope

NQF Quality Area 2	Children's Health and Safety
Standard 2.1 Health	Element 2.1.2 Health Practices and Procedures
NQF Quality Area 7	Governance & Leadership
Standard 7.1 Governance	Element 7.1.2 Management Systems

The policy also includes compliance with Regulation 89 relating to first aid kits.

Process/guidelines

- As children engage in active play on an ongoing basis, accidents can occur. The service recognises that a first aid response to children (or adults) suffering from a physical, emotional or psychological condition is a priority. So we will act to ensure all possible assistance is rendered in accordance with national legislation.
- There will always be at least one educator rostered on at the service with a current first aid, asthma and anaphylaxis qualification.
- The nominated first aid officer on duty at any time in an OSHC session will be recorded on the parent notice board.
- All administration of first aid from minor to serious will be recorded in the OSHC first aid register.
- If a child is injured, the designated first aid officer will:
 - determine if it is minor and can be treated at the service;
 - or if the child is too unwell to remain at the service;
 - or if the injury is severe and the ambulance needs to be called.

Minor incidents

- Will be documented in the accident register.
- A note will be written in the note's column of the day sheet - this alerts a collecting parent/guardian that there has been an incident and that they will need to speak to the designated first aider.
- The accident register will be required to be signed by the parent.

If a child needs to be sent home:

- The first aid officer will contact the family or their emergency contacts to advise of the nature of the illness and that someone needs to collect the child.
- The designated first aider will inform the child of the family's estimated time of arrival and will remain with the child until the family member arrives.

In the event of a severe injury or illness

- The designated first aider will provide first aid and call an ambulance.
- If the first aid officer is not the nominated supervisor, the supervisor will need to be informed.
- The nominated supervisor will contact the family/guardian as soon as practicable, to notify them of the incident and ongoing events.
- If a child is to be transported in an ambulance and a parent has not arrived, an educator will travel with the child to the hospital and stay with them until a parent or emergency contact person arrives.

2(d) Health and Safety - Administration of First Aid (continued)

First aid kits

As per the regulations:

- First aid kits will be kept at an appropriate number regarding the number of children being educated.
- The first aid kits will be suitably equipped with the contents as described by the Department for Education WHS requirements.
- The first aid kits will be easily recognisable and readily accessible to adults.
- The first aid kits will be maintained to a high standard and checked regularly to ensure enough first aid supplies are always held at the service and that supplies are within use-by dates.

Roles and responsibilities

The Director will ensure:

- At all times, there is at least one educator nominated as the first aid officer on duty.
- That educators hold an approved and current first aid qualification.
- That all administration of first aid is documented.
- That relevant contact details including ambulance, hospital, poison's hotline are on display in the office, next to the phone.

Details will be recorded of any incident in relation to a child or injury received by a child including:

- The name and age of the child.
- The circumstances leading to the injury.
- The time and date the injury was received, the relevant circumstances, the time and date of the apparent onset of the illness.
- Details of the action taken by the service in relation to any injury.
- Any medication administered or first aid provided.
- Any medical personnel contacted.
- Details of any person who witnessed the incident, injury or trauma.
- The name of any person who the service notified, or attempted to notify, including the time and date of the notifications or attempted notifications.

The Department of Education expectations are that first aid kits should be maintained to a high standard including being checked and re-stocked every 6 months. This is to ensure that enough first aid supplies are always held at the service and that supplies are within use-by dates.

The service will also have an additional first aid kit that is designed to be taken on excursions.

Monitor, report and review

Author	OSHC Director Lauren Ryder	June 2012
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Review Date		

Resource Documents

1. Department for Education first aid kit WHS recommended