



Dara School

Out of School Hours Care

First Aid Policy

FIRST AID OSHC POLICY

1. BACKGROUND

OSHC services have a responsibility to act to protect the safety and wellbeing of children, educators, and staff who access the Service. Regulation 136 refers to first aid qualifications.

2. SCOPE

This policy applies to children, families, educators, management, and visitors of the Service.

3. POLICY STATEMENT

The Service recognises that a first aid response to children or adults suffering from physical, emotional, or psychological trauma is a matter of priority and so will act to ensure all possible assistance is rendered under state and national legislation. Staff will have the required qualifications and there will be trained staff present at all times.

4. IMPLEMENTATION

4.1 General information

Dara OSHC Service will implement the First Aid policy by:

- Ensuring at all times there are educators on duty who hold an approved first aid qualification (that includes current anaphylaxis and asthma management training).
- Dara OSHC Service will hold copies of all relevant current qualifications
- In all instances, the priority of the educator will be the administration of appropriate and prompt first aid as required, to ensure the safety and wellbeing of the children, educators, and staff at the Service.

4.2 Minor injury/illness

In the event that a child is injured or falls ill during the session, the designated first aider will:

- Determine if the child is too unwell to remain at the Service.
- Remove the child to a quiet area if possible.
- Contact the family or their emergency contacts to advise of the nature of the injury/illness and determine whether the child needs to be collected.
- Inform the child of the estimated time for collection and remain with the child until they are collected by an authorised person.

4.3 Serious injury or illness

In the event of a serious injury or illness, the designated first aider will:

- Provide first aid
- If necessary, arrange ambulance transport to an appropriate hospital
- Adhere to the child's care plan for appropriate actions or treatments as authorised (ie diabetes, asthma)

4.4 Transport by ambulance

In the event that a child needs to be transported in an ambulance:

- If the educator can contact the family or emergency contacts and they can meet the child at the ambulance's destination immediately, the educator will ensure that all medical information held at the Service is provided to the ambulance officers record the destination and contact details of the ambulance and pass this information on the family as soon as practicable.
- If the educator is unable to contact any of the emergency contacts for the child, or a family member or the child's emergency contacts are unable to immediately meet the child at the ambulance's destination, an educator will be required to travel in the ambulance to the hospital with the child, along with the child's enrolment and medical information that is held at the Service.
 - The travelling educator will continue to try to contact the emergency contacts until someone can be reached.
 - The travelling educator will remain with the child until a family member or emergency contact arrives to support the child.
 - The remaining educators at the Service will contact an emergency educator to come to the Service to ensure that required educator to child ratios are restored as soon as practicable.
 - The Service will cover the cost of transport for the travelling educator to return to the Service.
- Staff have a duty of care to call in an ambulance in an emergency; this would include instances where a child's health was at risk due to parental delay in collecting the child.
- Staff have a duty of care responsibility to provide first aid and seek emergency support if appropriate; it is the parent's responsibility to follow up medical care and seek advice from a doctor for non-emergency conditions (if a parent continues to be unavailable to collect their child when the child is unwell and does not provide alternative emergency contact details, some Services may consider making a notification, as a child's wellbeing is at risk when it is an ongoing concern).
- Injured or unwell children will not be transported by staff using a personal vehicle except when paramedics instruct staff to transport the child to meet an ambulance.

4.5 First Aid documentation

- Minor incidents are to be documented in the accident register, a note is to be placed in the notes column of the day sheets to alert a collecting parent/guardian that there has been an incident, that they will need to speak to the designated first aider regarding the incident and that the register will need to be signed.
- For injuries relating to educators, staff, parents, volunteers, and children, providers must issue the appropriate paperwork to the educators and ensure that the required steps taken are fully documented.

4.6 First Aid Kit

Dara OSHC Service will ensure that:

- The location of the first aid kit is described clearly.
- The location of the first aid bum bags is described clearly.
- The first aid kit and bum bags will be accessible to children.
- The location of the first aid manual is described clearly.
- The first aid bum bags contain only a limited supply of equipment and, as such, are to be used only when outside.
- In the event of an emergency that exceeds the supplies available at the Service, the designated first aider may access the first aid supplies held in the first aid room in the school. Any first aid supplies utilised from the school must be replaced by the Service as a matter of priority.
- The director will also ensure;
 - The contents of first aid kits comply with the standards as listed in SafeWork SA Approved Code of Practice for First Aid in the Workplace.
 - Accurate Material Safety Data Sheets are available to the designated first aider
 - Sufficient first-aid supplies are held at the Service at all times
 - First aid kits are checked each month to ensure supplies are within use-by dates and that the contents of all first aid kits meet the minimum standard as listed in the Approved Code of Practice for First Aid in the Workplace. A list of the required contacts will be kept in the lid of the first aid kit for easy reference.
 - The first aid kit, policies and procedures are kept current to industry standard
 - The current and accurate contact details for an appropriate hospital and other emergency contact information, including the Poisons Hotline, are displayed next to the phone in the OSHC office and are stored in the OSHC mobile phone.

4.7 Consideration for instances where there is a single educator

- The educator will call in an emergency educator who will take over responsibility for the children remaining at the Service, whilst the educator travels in the ambulance with the child if necessary.

- In the event that an emergency educator is unable to attend the Service or unable to reach the Service before the ambulance leaves, the educator will ensure that the injured/ill child is safely in the care of medical personnel and will remain at the Service. The educator will document the destination of the ambulance, the contact details of the destination and will ensure that all medical information held at the Service is handed to the ambulance officers.

5. ROLES AND RESPONSIBILITIES

5.1 The Director will be responsible for:

- Ensuring that staff employed hold current first aid qualifications that include CPR, asthma, and anaphylaxis training and that these qualifications are kept up to date.
- Ensure that the first aid kits are re-stocked and items are in date.
- Ensure all accident/illness reports are completed.

5.2 All staff will be responsible for:

- Being aware of the location of first aid kits and children's medications.
- Being vigilant in the supervision of children to minimize the chance of injury/accident.
- Being familiar with the location of emergency phone numbers.
- Correctly and promptly completing accident/illness reports.

5.3 Families will be responsible for:

- Ensuring enrolment forms are up to date, providing current health and emergency contact information.
- Communicating with staff concerning children's health and wellbeing.
- Ensuring medication is current.

6. OTHER OSHC POLICIES OR DOCUMENTS RELATED TO THIS POLICY

H2 Child Protection OSHC policy

Parent Handbook OSHC

7. RELATIONSHIP TO REGULATIONS

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

Standard 2.1 Health

Element 2.1.1 Wellbeing and comfort Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest, and relaxation

Element 2.1.2 Health practices and procedures Effective illness and injury management and hygiene practices are promoted and implemented.

Standard 2.2 Safety

Element 2.2.1 Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Element 2.2.2 Incident and emergency management Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

Education and Care Services National Regulations

Regulation 136

12 Meaning of serious incident

85 Incident, injury, trauma, and illness policies and procedures

86 Notification to parents of the incident, injury, trauma, and illness 8

7 Incident, injury, trauma, and illness record

88 Infectious diseases

89 First aid kits

97 Emergency and evacuation procedures

161 Authorisations to be kept in enrolment record

162 Health information to be kept in enrolment record

168 Education and care service must have policies and procedures

174 Prescribed information to be notified to Regulatory Authority

176 Time to notify certain information to Regulatory Authority

8. REFERENCES

First Aid in Education and Children’s Services

www.chess.sa.edu.au/Pathways/firstaidbook09.pdf

First Aid Flow Charts www.chess.sa.edu.au/Pathways/flowcharts/pdf

Health Support Planning in education and Children’s Services

www.chess.sa.edu.au/Pathways/HSPbookinfull09.pdf

First Aid Infection and control standard accessed on 19 March 2022 from

www.education.sa.gov.au/sites/default/files/first-aid-infection-control-standard.pdf

Approved Code of Practice for First Aid in the Workplace – SafeWork SA, accessed on 19

March 2022 from www.safework.sa.gov.au/workers/health-and-wellbeing/first-aid

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