



First Aid Policy and Procedures

Policy Statement

First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important in the context of an out of school hours service where educators have a duty of care and obligation to assist children who are injured, become ill, or require support with administration of medication.

Our service recognises that a first aid response to children or adults is a matter of priority and so we will act to ensure all possible assistance is rendered in accordance with state and national legislation.

Why this policy is needed

Our OSHC service has a duty of care to provide and protect the health and safety of children, families, educators, and visitors of our service.

This policy aims to support educators to:

- Preserve life
- Ensure the environment is safe and other people are not in danger of becoming ill or injured within our service.
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes
- Relieve pain if possible
- Monitor ill or injured persons and promote recovery
- Provide immediate and effective first aid to children or adults
- Apply additional first aid if the condition does not improve

'First aid can reduce the severity of an injury or illness and in extreme cases, could mean the difference between life and death.' (Safe Work Australia).

Who this policy is for

This policy applies to children, families, staff, management, and visitors of our OSHC Service.

Implementation

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards, and participation in safety programs. Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

St Francis School OSHC will ensure that:

- our service meets the Educational and Care Services National Regulations and the standards provided in Safe Work SA. Approved Code of Practice for First Aid in the Workplace.
- our service takes every reasonable precaution to protect children from harm and/or hazards that can cause injury
- 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 children

- educators employed at our service have and maintain appropriate qualifications in the delivery of first aid and management of Anaphylaxis and Asthma.
- educators have access to training or time to attend training to maintain and update their first aid qualifications
- the first aid equipment held at our service meets the regulations as outlined in the Safe Work SA Approved Code of Practice for First Aid in the Workplace and that any specific equipment is also suitable for use with children
- material Safety Data Sheets (SDS') are held at our service for all chemicals accessible within our service)

Roles and Responsibilities

1. The OSHC Director will ensure that:

- the Service meets the Educational and Care Services National Regulations and the standards provided in Safe Work SA Approved Code of Practice for First Aid in the Workplace.
- our service takes every reasonable precaution to protect children from harm and/or hazards that can cause injury
- 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 children
- educators employed within our service have and maintain appropriate qualifications in the delivery of first aid and management of Anaphylaxis and Asthma
- educators have training or time to attend training to maintain and update their first aid qualifications
- the first aid equipment held at our service meets the regulations as outlines in the Safe Work SA Approved Code of Practice for First Aid in the Workplace and that any specific equipment is also suitable for use with children
- material Safety Data Sheets (SDS') are held at our service for all chemicals within our service
- at all times, there will be at least one educator on duty who holds an approved first aid qualification (that includes current Anaphylaxis and Asthma management training).
- ensuring that first aid training details are recorded and kept up to date on each staff member's record
- Educators are offered support and debriefing subsequent to a serious incident requiring the administration of first aid

- ensuring a resuscitation flow chart is displayed in a prominent position within the approved environments of our OSHC service
- keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes
- maintain a current approved first aid qualification
- support staff when dealing with a serious incident and/or trauma
- provide and maintain an appropriate number of up-to-date, fully equipped first aid kits that meet Australian Standards
- ensure safety signs showing the location of first aid kits are clearly displayed
- ensure that all educators approved first aid qualifications, Anaphylaxis management training and emergency Asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECQA
- provide training for the administration of an auto-injector device annually and document on staff files (training EpiPen available within our service)
- keep up to date with any changes in the procedures for the administration of first aid
- ensure that educators are aware that under most circumstances, there should always be two people present when administering or observing the checking process and administration of first aid and medication

The OSHC Director needs to ensure that there is an induction process for all new staff, including casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements and individual children's allergies and individual medical management plans.

In the event of a serious injury or illness Director, Assistant Director, Responsible Person or Nominated Supervisor will:

- determine if the child is too unwell to remain at the service. The child will be relocated to a quiet area.
- contact the family or emergency contacts of the ill or injured child to advise the nature of the illness/injury and that someone needs to collect the child.
- inform the child of the family's estimated time of arrival and will remain with the child until the family member or emergency contact person arrives.

- provide first aid and, if necessary, arrange an ambulance transport to the appropriate hospital, as deemed necessary or as indicated in a child's health care plan (e.g. for Diabetes)
- ensure that the family/guardian/emergency contact as soon as practicable, to notify them of the incident and ongoing events.

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

- **Director, Assistant Director, Responsible Person, Nominated Supervisor or (if appropriate, another educator) to contact family** or emergency contacts to confirm if they are able to meet the child at the ambulance's destination immediately. An educator will ensure that all medical information held within our service is provided to ambulance officers, record the destination and contact details of the ambulance and pass this information on to the family/emergency contact as soon as practical.
- **If contact cannot be made with a family** or any of the emergency contacts for the child, or a family member of the child's 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, and bring all the child's enrolment form and medical information that is held within our service.
- **The Travelling Educator** will continue to try to contact a family member or emergency contact 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 the required educator to child ratios are restored as soon as practicable. (Where rostering within our service is above ratio, this is not applicable).
- Our service will cover the cost of transport for the travelling educator to return to our service.

2. Educators will:

- implement appropriate first aid procedures when necessary, by adhering to the service's **Administration of First Aid Procedure**. In emergency situations, OSHC educators may be required to administer medication to preserve the life, safety and health of a child. These emergencies may occur for children with Diabetes, Epilepsy, Anaphylaxis, Asthma and other health related issues.

The possible medication requirements include administering inhaled medication for Asthma, prescribed medications for Epilepsy, Diabetes and/or Anaphylaxis. Medications for Diabetes and Anaphylaxis are usually injected by a pen device and are not intravenous.

- maintain current approved first aid qualifications, and qualifications in Anaphylaxis and Asthma management and emergency Asthma management as required (current ACECQA approved first aid qualification is HLTAID012 - Provide First Aid in an Education and Care Setting)

Response In An Education And Care Setting; Safe Work Australia recommends first aid qualifications should be renewed every three years.

- refresh their CPR and administration of an auto-injector device training at least annually
- ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- ensure that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness record form
- ensure that under most circumstances, there should always be two people present when administering or observing the checking process and administration of first aid and medication
- conducting a risk assessment prior to an incursion or excursion, regular outing or when providing regular transportation of children to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised [Reg. 102B, 102D (4)]

Educators have a duty of care and responsibility to provide first aid and seek emergency support if appropriate. The initial care provided by an educator shall be consistent with their level of training and competence. When the first aid management required is beyond the level of training and, the injured or ill person shall be referred to medical assistance or where possible and within reason, additional training will be provided. Educators have a duty of care to call an ambulance in an emergency, including instances where a child's health is at risk due to parental delay in collecting the child.

Educator shall not be responsible for ongoing medical care.

3. Parents will:

- sign OSHC service records of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid that treatment that was given to their child
- provide the required information for our services medication management

- provide written and signed consent for our service staff to administer first aid and call an ambulance if required (as a duty of care, educators will still call an ambulance where appropriate without written permission)
- be contactable, either directly or through emergency contacts listed on the child's enrolment record (if a parent continues to be unavailable to collect his/her child when the child is unwell and does not provide alternative contact details, a Mandatory Notification will be made as the child's wellbeing is at risk)

It is a parent's responsibility to follow up medical care and seek advice from a doctor for non-emergency conditions.

First Aid Documentation

Minor incidents are to be documented in the Incident Reports Folder. A note is to be placed on our SPIKE Child Care Management system alert a collecting parent or authorised person that there has been an incident, that they will need to speak to the Director, Assistant Director or Responsible Person regarding the incident, and that the report will need to be signed.

In the event of a serious injury or illness, the Director, Assistant Director or Responsible Person will ensure the following:

- that parents/guardians are notified when practicable or within 24 hours if their child is involved in an incident, injury, trauma or illness within our service and that details are recorded on the Incident, Injury, Trauma and Illness Record
- the Regulatory Authorities are notified within 24 hours from the time of the event occurred, if a child is involved in a serious incident, injury, trauma or illness within our OSHC service
- contact families immediately if a child has had a head injury whilst in our care
- ensure that appropriate documentation is being recorded regarding incidents, injury, trauma, and illnesses and the administration of first aid.

Documentation of the following must be recorded:

- name and age of the child
- circumstances leading to the incident, injury, trauma, or illness (including any symptoms)
- time and date
- details of action taken by the service including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the service notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this (if completing an online report, the document must be printed and the hard copy signed or alternatively signed via ADOBE sign)

OSHC First Aid Kit

1. **Two full OSHC First Aid kit are kept in the OSHC room (1x white box and 1x red excursion bag). There is also a mobile first aid bum bag.** Children's individual medication is stored within our OSHC First Aid cupboard and brought on excursions.

The location of the OSHC First Aid Kit is at the entrance of our OSHC Room, adjacent to the OSHC desk, in our First Aid cupboard. The location of the mobile first aid bag is also within this cupboard. The first aid mobile bag contains only a limited supply of equipment and, as such, are to be used when outside. First aid kits are kept in accordance with National Education and Care Service Regulations (regulation 89).

First aid supplies and children's individual medications are systematically organised and stored within our main OSHC Room (First Aid cupboard) to ensure easy access and efficient use. These items are typically not relocated with children, as children have the flexibility to move between various indoor and outdoor spaces during sessions. **To minimise the risk of medication being misplaced or not easily located, it is essential that these supplies remain in a central, designated location.**

In the event that a child requires first aid beyond what is available in the mobile first aid bum bag or needs their prescribed medication, the child will be escorted to the OSHC Room, or an educator will promptly transport the full first aid kit and/or the child's individual medication to their location. In instances where no educators are present in the main OSHC Room during a session, a full first aid kit and children's individual medication will be taken by an educator to the relevant and most central area where the children are situated.

The contents of first aid kits comply with the standards as listed in Safe Work SA Approved Code of Practice for First Aid in the Workplace.

2. ALL FIRST AID KITS AT THE SERVICE MUST:

- be suitably equipped
- not be locked
- not contain paracetamol
- be suitable for the number of employees and children and sufficient for the immediate treatment of injuries within our service
- be easily accessible to staff and educators
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents

- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- contain a list of the contents of the kit
- be regularly checked the contents are as listed and have not degraded or expired **(Each school term, our first aid kits are taken to the school office and serviced (used/missing items replaced by an external contractor)).**
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
- be easily recognisable
- be easy to access and if applicable, located where there is a risk of injury occurring
- First aids kits are checked to ensure supplies are within use-by dates and that the contents of the first aid kit meet the minimum standard as listed in the Approved Code of Practice for First Aid in the Workplace.
- the first aid kit, policies and procedures are kept to industry standard
- the current and accurate contact details for an appropriate hospital and other emergency contact information, including the Poisons Hotline, is displayed near the phone within our OSHC office and is stored in the OSHC mobile phone

3. FIRST AID KIT CHECKLIST

<https://www.safeworkaustralia.gov.au/doc/model-code-practicefirst-aid-workplace>

We will determine the need for additional items to those on the checklist, or whether some items are unnecessary, after analysing the number of children at our OSHC Service and what injuries children or adults may incur. We will review our incident, injury, trauma and illness records to assist us in making an informed decision about what to include.

For further advice on first aid in the workplace, refer to the following website for state and territory specifications.

<https://www.safeworkaustralia.gov.au/first-aid>

Right of child/educator to refuse:

Children requiring medication will be encouraged to take their medication, as per their Medical Action Plan / Medication Agreement. If a child refuses to take their medication, a parent/carer will be contacted. If the medication is for a potential life threatening condition, the parent/carer or emergency contact will be asked to collect the child from OSHC.

If the child experiences symptoms of their medical condition and still refuses medication and no-one can collect the child or they have not arrived in a timely manner, as a duty of care, an ambulance will be called.

Staff and educators have a right to refuse care for a child at our service, if the child has a known medical condition and current medical documentation and appropriately labelled in date medication has not been provided by the family/guardian.

Staff and educators have the right to refuse providing first aid treatment if they have not completed their training or it is not within date. Staff and educators have the right to refuse administration of medication if they do not have specific training, experience or the documentation/medication/child is incorrect.

Safe Disposal of Medication

Medication which is no longer required or is expired, needs to be returned to the parent/guardian or disposed of at a pharmacy. Parents/guardians will be notified if we have expired medication or medication which is no longer required. Families will be given an opportunity and timeframe to collect the medication, however if it is not collected, it will be appropriately disposed of by OSHC.

Pharmacy Labels

- Child's full name
- Medication Name (generic name/active ingredient and the brand name)
- Strength of medication
- Dose
- Time to administer medication (including e.g. ½ hour before or after time)
- Special instructions
- (The pharmacy label and medication must match the child's Medical Action Plan / Medication Agreement)

Standards and Regulations

Education and Care Services National Regulations

12 Meaning of serious incident

85 Incident, injury, trauma and illness policies and procedures

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

87 Incident, injury, trauma and illness record

88 Infectious diseases

89 First aid kits

97 Emergency and evacuation procedures

136 First aid qualifications

161 Authorisations to be kept in enrolment record

162 Health information to be kept in enrolment record

168 (2)(a)(iv) Education and care service must have policies and procedures- the administration of first aid

174 Prescribed information to be notified to Regulatory Authority

176 Time to notify certain information to Regulatory Authority

National Quality Standard:

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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.

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

2.2 Safety Each child is protected.

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

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

Other:

Australian Children's Education & Care Quality Authority.

Early Childhood Australia Code of Ethics.

Education and Care Services National Law Act

Education and Care Services National Regulations.

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.

Guide to the National Quality Framework

Safe Work Australia First Aid in the Workplace Code of Practice:

https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid_workplace

Safe Work Australia Legislative Fact Sheets First Aiders:

<https://www.safeworkaustralia.gov.au/first-aid>

My Time Our Place (MTOP) Version 2 Framework:

<https://www.acecqa.gov.au/sites/default/files/2023-01/MTOP-V2.0.pdf>

4. Links to, but are not limited to

- OSHC/Vacation Care Parents/Carers Handbook
- Vacation Care Policy
- Child-safe environment Policies
- Responding to incident, injury, trauma and illness Policy
- Medical Management Policy
- Incident, illness and injury report

5. Document Control

Review and Updated			
Approval Date	AUTHOR	COMMENTS	REVIEW DATE
November 2024	St Francis School OSHC	Written in consultation with Phil Schultz (School Principal and service Nominated Supervisor) and Alexandra Curtis (OSHC Director)	November 2026

Signed:



Position: School Principal / Nominated Supervisor