



WOODSIDE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

Administration of First Aid Policy

The Woodside Primary School OSHC service recognises that a first aid response to children or adults suffering from a physical, emotional or psychological condition is a matter of priority and so we will act to ensure all possible assistance is rendered in accordance with State and National legislation. Educators will have the required qualifications and there will be trained staff present at all times.

We will address the administration of first aid by:

- Ensuring that the service meets the Education and Care Services National Regulations and the standards provided in SafeWork SA Approved Code of Practice for First Aid in the Workplace.
- Ensuring that current and up to date information on applicable legislation regarding first aid is held at the service.
- Ensuring that educators employed at the service have and maintain appropriate qualifications in the delivery of first aid, and management of anaphylaxis and asthma.
- Ensuring that all educators have access to training to maintain and update their first aid qualifications.
- Ensuring that the first aid equipment held at the service meets the regulations as outlined in the SafeWork SA Approved Code of Practice for First Aid in the Workplace and that any specific equipment is also suitable for use with children.
- Ensuring Material Safety Data Sheets are held at the service for all chemicals accessible at the service.

General

- At all times, there are educators on duty who hold an approved first aid qualification (that includes current anaphylaxis and asthma management training).
- The service holds a copy of certificates in the educator's file.
- 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.
- 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. The child will be removed to a quiet area if possible.
- The designated first aider 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 serious injury or illness, the designated first aider will provide first aid and, if necessary, arrange ambulance transport to the appropriate hospital, as deemed necessary or as indicated in a child's care plan (e.g. for diabetes).
- In the event of a serious injury or illness, the designated first aider will ensure that an educator contacts the family/guardian 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:
 - If the educator is able to contact the family or emergency contacts and they are able to meet the child at the ambulance's destination immediately, the educator will ensure that all medical information held at the service is provided to ambulance officers, record the destination and contact details of the ambulance and pass this information on to 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.

- a) The travelling educator will continue to try to contact the emergency contacts until someone can be reached.
 - b) The travelling educator will remain with the child until a family member or emergency contact arrives to support the child.
 - c) 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.
 - d) 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 his/her child when the child is unwell, and does not provide alternative emergency contact details, some services may consider making a notification as the 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 the staff to transport a child to meet an ambulance.

First Aid Documentation

- Minor incidents are to be documented in the accident register and notify the collecting parent/guardian that there has been an incident, that they will need to speak to the designated first aider regarding the incident, and the register will need to be signed.
- **For services on DfE school sites**, an injury incident relates to DfE employees and non-DfE persons such as OSHC staff, parents, volunteers and children. The injury incident form available at <https://www.education.sa.gov.au/doc/notifiable-incident-report-form> a child is injured, only forward an ED 155 form to the school where professional medical treatment was administered.

First Aid Kit

- 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 must 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 contents 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, is displayed next to the phone in the OSHC office and is stored in the OSHC mobile phone.

Roles and responsibilities

The Director will—

- Ensure that all first aid qualifications of educators are current, including anaphylaxis and asthma training, and that documentation is kept on file. A requirement of the designated Responsible Person will be to have current first aid qualification (HLTAID004 Provide an emergency first aid response in an education and care setting)
The Responsible Person will be the designated first aider for the shift. This person will be responsible for the administration of all first aid during that shift. In the event that the number of people requiring first aid exceeds the ability of the designated first aider for the shift, or is of a serious nature requiring the attention of two first aiders, a second educator will be required .
- Ensure that the designated first aider is responsible for documenting all first aid given, that it is administered appropriately, and that families are made aware of any incident.
- Ensure that the designated first aider checks the contents of the first aid kits after each use to ensure sufficient supplies remain in the kits. The need for any additional supplies should be reported to the director.

Resources/References

- First Aid in Education and Children’s Services at <https://www.sa.gov.au/topics/education-and-learning/health-wellbeing-and-special-needs/first-aid-and-medical-emergency>
- First Aid Flow Charts at <https://www.redcross.org.au/getmedia/712d7755-de7a-4fc4-a5d9-4ec45efd0b6c/First-Aid-Management-Plan-poster.pdf.aspx>
- Health Support Planning in Education and Children’s Services at <https://www.education.sa.gov.au/health-support-planning>
- Children’s Services Award <http://awardviewer.fwo.gov.au/award/show/MA000120>
Approved Code of Practice for First Aid in the Workplace—SafeWork SA at <https://www.safework.sa.gov.au/workers/health-and-wellbeing/first-aid> and <https://www.safeworkaustralia.gov.au/first-aid>