

# Our Lady of Hope Greenwith Campus Outside School Hours Care



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## POLICY DOCUMENT

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<h3>FIRST AID</h3>
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## BACKGROUND

OSHC services have a responsibility to act to protect the safety and wellbeing of the children, educators and staff who access the service. Educators will be employed with an approved first aid qualification. All educators will maintain an approved first aid qualification at the expense of the employer.

## POLICY STATEMENT

The Our Lady of Hope Greenwith Campus service recognises that a first aid response to children or adults suffering from physical, emotional and 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 this first aid policy by:

- Ensuring 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 and 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.

## RELATIONSHIP

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
168	2.1, 2.3		
First Aid Kits: Reg 89 (1) a, b & c		Child-safe Environment Policy	SafeWork SA—Approved Code of Practice for First Aid in the Workplace
136, 161, 245, 246, 247		Excursions Policy	Occupational Health, Safety and Welfare Regulations 2010 SafeWork SA

## HOW THE POLICY WILL BE IMPLEMENTED

### General

- All educators on duty hold an approved first aid qualification (that includes current anaphylaxis and asthma management training).
- All staff are able to take on the role of designated first aider.
- 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 becomes 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.
- Office staff/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. Office staff/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.
- Any injuries to the head (above the shoulders) the parent is to be telephoned and a note to be put on the Ipad advising parents to sign the accident/injury form, this is then filed in the child's folder (located in the office).
- 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.
- 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, the service may consider making a notification to the Child Abuse Report Line as the child's wellbeing is at risk when it is an ongoing concern.

### 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 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.
- 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 on an accident/incident report. A note is to be placed in the notes section of the roll on the Ipad to alert a collecting parent/guardian that there has been an incident, that they will need to speak to the pink person regarding the incident, and that the report will need to be signed
- Educators will complete an accident/incident report and ensure the incident is fully documented.

### First aid kit

- The first aid cupboard is located in the craft area.
- Additional first aid supplies are kept in a locked educator's cupboard in the Activities Room
- The excursion/transportable excursion kit is located in the First aid cupboard in the craft area.
- A portable first aid kit (backpack) is located in the storage shed next to the sports bin and is taken to the courts, playground, oval or hall.
- The first aid manual is located in the office in the bookcase in the first aid section as well as in the first aid cupboard, in the activities room and in the backpack in the storage shed.
- All staff are to wear their first aid bum bag whilst on duty which is stored in their lockers.
- It is the educator's responsibility to ensure their own first aid bum-bag is stocked with supplies at the beginning of each shift.
- 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 [in SafeWork SA 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 contacts are always readily available
  - information, including the Poisons Hotline, is displayed next to the phone in the

OSHC office.

## 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.
- Ensure all staff have the “Provide an emergency first aid response in an education and care setting (HLTAID004)” qualification and will be responsible for the administration of first aid whilst having contact with the children. Staff are also responsible for documenting all first aid given, that it is administered appropriately, and that families are made aware of any incident.
- In the event that the number of people requiring first aid exceeds the ability of the first aiders or is of a serious nature requiring the attention of two first aiders, a second educator will be required to assist with the administration of first aid.
- Ensures that the staff 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.
- Ensure that staff restock their own bum bags as needed.

## RESOURCES / REFERENCES

- Health Support Planning in Education and Children’s Services at [www.chess.sa.edu.au/Pathways/HSPbookinfull09.pdf](http://www.chess.sa.edu.au/Pathways/HSPbookinfull09.pdf)
- DECD Child Health and Education Support Services A – Z Health Support Index (information on care\_plans, guidelines and condition specific resources) at [www.decd.sa.gov.au/speced2/pages/health/chessPathways](http://www.decd.sa.gov.au/speced2/pages/health/chessPathways)
- DECD Anaphylaxis Guidelines for schools at [www.decd.gov.au/A-zpolicies](http://www.decd.gov.au/A-zpolicies)
- DECD Anaphylaxis web page at [www.decd.sa.gov.au/speced2/pages/health/allergyAndAnaphylaxis/](http://www.decd.sa.gov.au/speced2/pages/health/allergyAndAnaphylaxis/)
- ASCIA Guidelines for Prevention of Food Anaphylactic Reactions in Schools, Preschools and Childcare at [www.allergy.org.au/health-professionals/papers/prevent-anaphylactic-reactions-in-schools](http://www.allergy.org.au/health-professionals/papers/prevent-anaphylactic-reactions-in-schools)
- CESA Guidelines <http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/HomePage>

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**(Chairperson)**

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**(Date Reviewed)**

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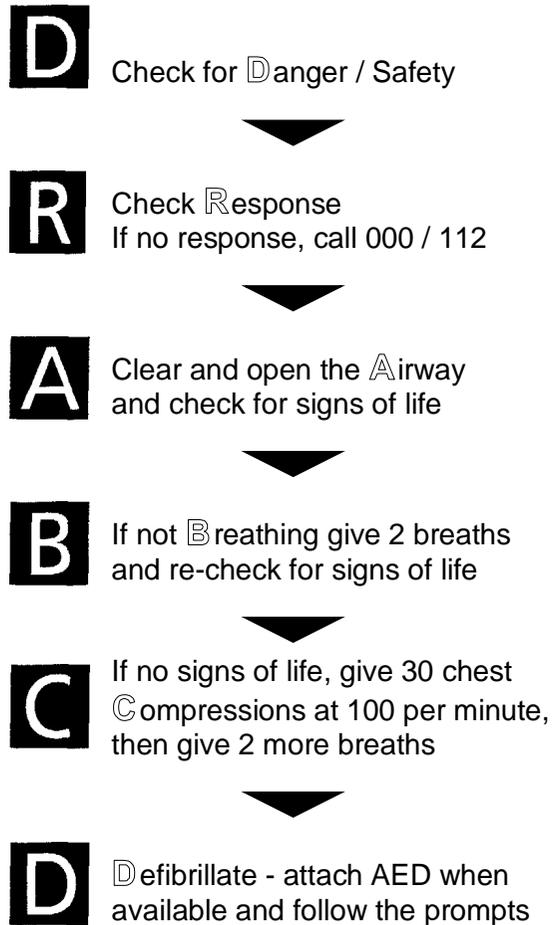
**(Principal)**

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**(Date Reviewed)**



## BASIC LIFE SUPPORT FLOW CHART

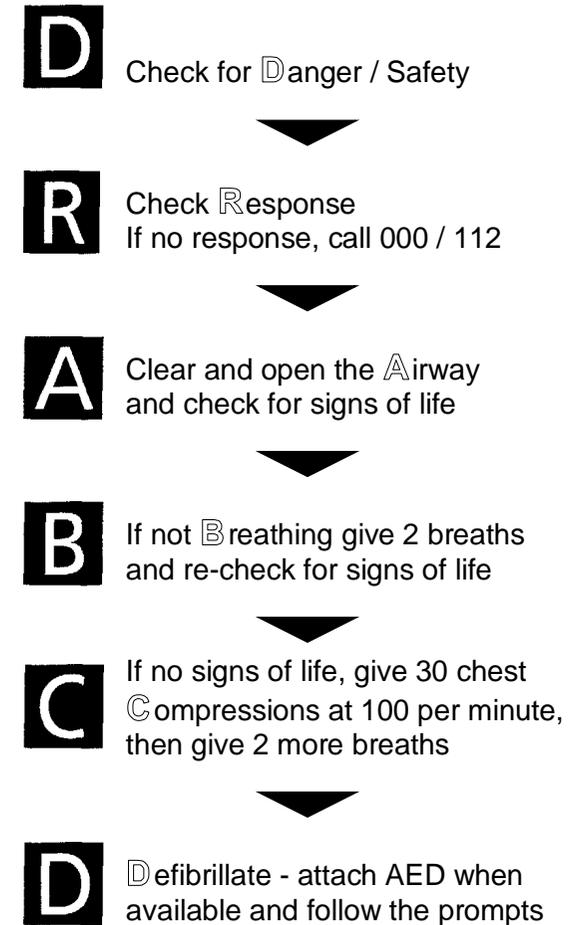


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or signs of life return

No signs of life =  
no response, no breathing, no movement



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