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# ADMINISTRATION OF FIRST AID POLICY

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## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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### Background

Yarraman Oak Primary School Out of School Hours Care services has a responsibility to act to protect the safety and wellbeing of the children, educators and staff who access the service. Regulation 136 refers to first aid qualifications.

To view the approved list, go to:

[www.acecqa.gov.au/qualifications/approved-first-aid-qualifications/](http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications/)

Approved Providers will ensure that all educators gain and maintain an approved first aid qualification.

### Policy statement

Yarraman Oaks Primary School Out of School Hours Care 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 always present. 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 *Occupational Health and Safety Act 2004*.
- Ensuring that current and up to date information on applicable legislation regarding first aid is held at the service.
- The first aid kit together with the trained educator in charge, must also comply with the *Occupational Health and Safety Act 2004*.
- A sufficient number of staff to have completed relevant and accredited first aid training, anaphylaxis management training, and emergency asthma

management training qualifications approved by ACECQA, as prescribed in the *Education and Care Services National Law Act 2010* in accordance with regulation 137 (1) (e).

- 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 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 (eg 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.

- 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 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, a note is to be placed in the notes column of the day sheet 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.

### **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 *Occupational Health and Safety Act 2004*

- 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.

### **Trained Educator**

- For the purposes of this policy, the term “trained educator” refers to those educators who have received relevant professionally administered training in the treatments or techniques required to administer medication, and hold first aid training, anaphylaxis management training, and emergency asthma management training qualifications approved by ACECQA, as prescribed in the *Education and Care Services National Law Act 2010* in accordance with regulation 137 (1) (e).

### **Considerations 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.

## 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.
- Determine 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 to assist with the administration of first aid.
- 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.

### Reporting of Incident -Inhouse reporting

In the case of a child who is collected from Yarraman Oaks Primary School Out of School Hours Care Service by their parents or guardian as a result of illness or injury, or who is administered treatment by a qualified medical practitioner as a result of injury, or who has an injury to the head, face, neck or back, or where the OSHC Coordinator considers the injury to be greater than minor, such cases will be reported to the regulatory authority as required by law, and entered onto CASES for school auditing purposes. School Administration Staff will assist with this process.

### Reporting a Serious Incident

The intent of the National Regulations is to ensure that regulatory authorities are notified of incidents that seriously compromise the health, safety or wellbeing of children. The regulatory authority is then able to take appropriate action. Yarraman Oaks Primary School Out of School Hours Care Service will notify the Victorian Government Department of Education and Training within 24 hours of becoming aware of a serious incident.

Yarraman Oaks Primary School Out of School Hours Care Service Coordinator (or person in charge) will complete the **Notification of Serious Incident** form and send it to the Victorian Government Department of Education and Training:  
The Victorian Government Department of Education and Training South Eastern Victoria Regional Office can be contacted at:

#### **Dandenong office**

**Phone:** 1300 338 738

**Fax:** 03 8765 5784

**Postal address:** PO Box 5, Dandenong, VIC 3175

**Location:** 165-169 Thomas Street, Dandenong 3175

Regulations enquiry email: [licensed.childrens.services@edumail.vic.gov.au](mailto:licensed.childrens.services@edumail.vic.gov.au)  
Regulations enquiry line: **1300 307 415**

## Sources & Legislative References

National Health and Medical Research Council 2012, *Staying Healthy in Child care. Preventing infectious diseases in child care (5th edition)*, NHMRC Publications Unit, [http://www.nhmrc.gov.au/\\_files\\_nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf)

National Professional Support Coordinator Alliance (2012) *Getting started with policies for the NQF: Policies in Practice template*

– *Accidents, Emergencies & First Aid*, [www.pscalliance.org.au](http://www.pscalliance.org.au)

John Ambulance, *First Aid Fact Sheets*, [www.stjohn.org.au](http://www.stjohn.org.au)

KidSafe [www.kidsafe.com.au](http://www.kidsafe.com.au)

*Education & Care Services National Law Act 2010 (Vic)*

□ *Sections 167(1)(2)(3) & 175(1)*

*Education & Care Services National Regulations (2011)*

– *Regulations 4, 12, 85, 86, 87, 88, 89, 90, 92, 93, 94, 95, 169(2)(d), 1771, 181 & 183*

*National Quality Standard for Early Childhood Education and Care & School Age Care (2010)*

– *Standard 41, Elements 2.1.1, 2.1.4, 2.3.2, 2.3.3 & 7.4.5 Information Privacy Act 2000 (Vic)*

– *Management of personal information A New Tax System Act 2000 (Cwlth)*

– *Family Assistance Administration Privacy Act 1988 (Cwlth)*

– *National Privacy Principles Disability Discrimination Act 1992 (Cwlth)*

– *Equal Opportunity for peoples with disabilities Equal Opportunity Act 2010 (Vic)*

– *Protection against discrimination Victorian Occupational Health & Safety Act 2004*

– *Providing a Safe environment Victorian Child Wellbeing & Safety Act (2005)*

– *Part 2: Principles for Children Victorian Public Health & Wellbeing Act (2008)*

– *Public Health & Wellbeing Regulations Victorian Charter of Human Rights & Responsibilities (2011)*

Reviewed Date: August 2020

Next Review Date: August 2023