



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE ADMINISTRATION OF FIRST AID POLICY

POLICY STATEMENT

Liwara Catholic Outside School Hours Care service will as far as practicable maintain a safe and healthy environment in which the risk of injury or illness for children is minimised. A qualified first aid provider will be on the premises at all times an enrolled child is present and will accompany children on planned excursions from the service. A fully equipped and maintained first aid kit will be kept at the premises at all times. A first aid kit will also be taken on all excursions from the premises.

RATIONALE

Dignity, safety and well-being are central to the social teachings of the Catholic Church. This right to dignity, safety and well-being will be extended to all children in need of first aid.

While injuries and illness cannot always be prevented we aim to minimise the impact by ensuring the service is equipped to deal with these matters. The provision of educators with suitable first aid qualifications and who have a sound knowledge of the Action/Illness Plan as well as appropriately stocked first aid kits will assist our service to meet the needs of children should they be injured or become ill while attending our service.

PROCEDURES

First aid kits

A fully stocked and updated first aid kit will be kept in the designated and secure place in the service. Educators are to ensure that this is easily accessible to all educators and volunteers and kept inaccessible to the children.

First aid kit will be available at all times.

A separate travelling first aid kit will be also maintained and taken on all excursions and to outdoor activities.

The first aid kit will contain the minimum equipment suggested by the Red Cross or St John's Ambulance and a first aid manual will be kept at the service.

Each school term, one educator will be designated the duty of maintaining the kits to ensure that they are fully stocked, and that all items are within the use by date.

At orientation educators and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it (See *Staff Induction* checklist).

An inventory of the kits will be maintained and checked on a minimum monthly basis and signed off by the Nominated Supervisor.

The address of the service and the nearest access point to the OSHC must be recorded (including during vacation care) and placed in each first aid kit on the premises to assist staff to direct emergency services in the case of medical attention being required.

Staffing and administering of first aid

A minimum of one educator must be present at the service at all times who is currently qualified in senior first aid, asthma management and anaphylaxis management (all first aid qualifications must be approved by ACECQA).

Telephone numbers of emergency contacts, local doctor and poisons service will be located next to the phone.

In the event of an emergency the educator administering the first aid must not leave the patient until emergency services or the parent arrives. All emergency calls should be made by a second educator.

Qualified first aiders will only administer first aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents.

When a child becomes ill at the service first aid will be administered as required and the child monitored until such time as a parent or emergency contact can collect the child.

In recognition of children's right to privacy and dignity, should a serious injury occur where the child cannot be moved, all other children will be withdrawn from the immediate area.

The case of a minor accident the first aid attendant will:

1. Assess the injury
2. Attend to the injured person and apply first aid as required.
3. Ensure that disposable gloves are used with any contact with blood or bodily fluids.
4. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the hygiene policy.
5. Ensure that anyone who has come in contact with any blood or fluids wash their hands thoroughly in warm soapy water.
6. Notify the parents either by phone after the incident or on their arrival to collect the child.

Records

A record will be kept of any illness or injury involving a child during a care session including the details of the nature and circumstances of an injury or incident and any treatment provided. A parent or person authorised to collect the child will be notified of an incident involving their child.

In the event of a serious illness or injury the qualified first aid provider may decide to seek further medical assistance and help will be sought as per the enrolment agreement. A parent or emergency contact will be notified by the nominated supervisor as soon as possible.

All educators will receive information about how to deal safely with incidents where contact with blood occurs.

Record the incident and treatment given recording the following details:

- Name and age of child
- Date, time, and location of incident
- Description of injury and circumstances of how it occurred, including witnesses.
- Treatment given and name and signature of first aid attendant
- Details of any medical personnel contacted.
- Name and details of any parent or emergency contact notified or attempted to notify.
- Time and date of report and name and signature of a person making report
- Name and signature of nominated supervisor.
- Where the service has had to administer first aid and the incident is deemed serious as per Regulation 12, the Nominated Supervisor will ensure that the steps outlined in the service "Management of Incident, Injury and Trauma" policy are followed and the Regulatory Authority is notified within 48 hours.

Medical Action Plans

Where a child has an asthma action plan or an action plan for anaphylaxis or allergic reactions, issued by a medical practitioner, this plan will be followed at all times.

Parents shall be asked to provide all relevant health information relating to their child's health needs including medical plans upon enrolment and this information will be updated as and when necessary.

REFERENCES:

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*. ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the National Quality Standard*, ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations*, ACECQA. NSW.

Department for Local Government and Communities and the Education and Care Regulatory Unit
<http://www.communities.wa.gov.au/education-and-care/Pages/default.aspx>

Further sources

Australian Children's Education and Care Quality Authority <http://www.acecqa.gov.au/>

Review History		
Previous Review	Year of Review	Next Review
April 2015	February, 2017	February, 2019