



Coowarra Out Of School Hours Care Service Inc

Administration of First Aid Policy

POLICY STATEMENT

Coowarra OOSH believes that First Aid equipment and facilities should be available to all Educators, children and visitors in the centre and while on excursions. All Educators will be encouraged to undertake First Aid training as part of their conditions of employment to ensure full and proper care of all is maintained.

PROCEDURE

- The Co-ordinator is responsible for ensuring that a minimum of one Educator who is currently qualified in Senior First Aid, including Asthma and Anaphylaxis Management, is present at the service at all times.
- A current First Aid Certificate or willingness to undergo training will be advertised for all new positions.
- Educators will undergo First Aid training as part of their condition of employment. Educators will renew their certificates as required.
- The centre will budget for the cost of the First Aid Course or renewal for each Educator as part of the training budget.
- A fully stocked and updated First Aid Kit will be kept in the designated locked and secured place in the centre. Educators are to ensure that this is easily accessible to all Educators and kept inaccessible to the children.
- A separate travelling First Aid Kit will be also maintained and taken on all excursions.
- The First Aid Kit will contain the minimum equipment suggested by the Red Cross or St Johns Ambulance and meet WHS requirements.
- A First Aid Manual will also be kept at the centre.
- A cold pack will be kept in the freezer for treatment of bruises and strains.
- An inventory of the kits will be maintained and checked per term by an Educator and signed off by the Nominated Supervisor. The checklists may be requested for sighting by Management or from the NSW Regulatory Authority.
- One Educator each term 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.



Coowarra Out Of School Hours Care Service Inc

- Educators will be made aware of the First Aid Kit, where it is kept and their responsibilities in relation to it in the orientation process.
- Qualified First Aiders will only administer First Aid in minor accidents or to stabilise the victim until expert assistance arrives in more serious accidents.
- Telephone numbers of Emergency Services, local Doctor and Poisons Centre 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/guardian/emergency contact arrives. A second Educator should make all emergency calls.

In the case of a minor accident, the first aid attendant will:

1. Reassure the child;
2. Assess the injury;
3. Attend to the injured person and apply First Aid as required;
4. Ensure that disposable gloves are used with any contact with blood or bodily fluids;
5. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the infectious diseases policy;
6. Ensure that anyone who has come in contact with any blood or fluids washes their hands thoroughly in warm soapy water;
7. Record the incident and treatment given in an Accident Report 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/guardian/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.



Coowarra Out Of School Hours Care Service Inc

8. Notify the parent/guardian either by phone after the incident if seen fit or on their arrival to collect the child.
9. Parent/guardian signature confirming knowledge of the accident report form will be gained at the soonest possible convenience.

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 “Management of Incident, Injury, Illness and Trauma Policy” are followed and the Regulatory Authority is notified within 24 hours of either the incident or them becoming aware of the incident.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation Other
National Law s174 12 - meaning of serious incidents 85 - Incident, Injury and illness policies and procedures 86 - Notification to parents of incident, injury, trauma and illness 87 - Incident, injury, trauma and illness record 89 - First aid kits 136 - First aid qualifications 168 – Education and care service must have policies and procedures	2.1	<ul style="list-style-type: none"> - Parent Handbook - Staff Handbook - Providing a Child Safe Environment Policy - Excursion Policy - Management of Incident, Injury and trauma Policy - Infectious Disease Policy - My Time, Our Place Framework - ACECQA “Frequently Asked Questions” - Quality area 2, Children’s health and safety

UPDATED AND ENDORSED: January 2023

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