



Lake Boga Primary School OSHC

'Be the best that we can be'

Administration of First Aid Policy

Rationale: At Lake Boga Primary School OSHC we believe all children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

Purpose:

- To administer first aid to children when in need in a competent and timely manner
- To communicate children's health problems to parents when considered necessary
- To provide supplies and facilities to cater for the administering of first aid
- To maintain a sufficient number of staff members trained with a Level 2 First Aid certificate

Background: The Provision of first aid is an essential service in all community settings. The capacity to provide prompt basic first aid is particularly important in education and other children's services where employees have a duty of care obligation to assist children who are injured or who become unwell. This is supported by the Education and Care Services National Act and regulations (2020), the National Quality Standards and the First Aid Code of Practice (2019).

First Aid is provided in response to sudden illness or injury to;

- Preserve life
- Protect a person, particularly if that person is not conscious
- Prevent a condition worsening
- Promote recovery

First Aid incorporates basic life support i.e. emergency procedures to;

- Recognise and manage a clear and open airway
- Restore breathing or circulation
- Monitor well-being, using techniques as described by approved first aid training providers, until the person recovers or is transferred to the care of an ambulance officer or other health professional

Implementation:

The **Approved Provider** is responsible for:

- Ensuring every reasonable precaution is taken to protect children at the service from harm and/or hazards that cause injury
- Ensuring a sufficient number of staffs have a compliant Level 2 First Aid certificate, and with up-to-date CPR qualifications, asthma and anaphylaxis training

Date of Operation: 16th of June 2021

Reviewed and Updated: 14th of July 2022

Review Required: July 2025

- Ensuring staffing records include first aid training details
- Ensuring all staff are provided with basic first aid management skills, including blood spill procedures and a supply of personal protective equipment
- Ensuring the provision of accessible First Aid Kits and basic medical supplies
- Ensuring risk assessments have been conducted prior to excursions to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised
- Ensuring the induction process for new staff, volunteers and students provides details on the location of the services First Aid Kits and specific first aid requirements and individual children's medical conditions
- Ensuring all staff are offered support and debriefing subsequent to a serious incident requiring the administration of first aid
- Ensuring a resuscitation flow chart is displayed in a prominent position in the care environment

The **Nominated Supervisor** is responsible for:

- Maintaining a current approved first aid qualification (Level 2 or above)
- Supporting staff when dealing with a serious incident or trauma
- Keeping a confidential up-to-date register of all injuries or illnesses experienced by children in the services care, and completing incident forms and all appropriate documentation
- Reviewing, purchasing and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the emergency supplies (that meet Australian Standards), this may include arranging the replacement of stock once the use-by date has been reached
- Ensuring that a transportable First Aid kit is maintained that can be taken outside and on excursions
- Ensuring the location of first aid kits are clearly displayed, using adequate signage
- Ensuring all educators maintain current approved first aid qualifications, anaphylaxis and emergency asthma management training as required
- Providing internal training on the administration of an auto injection device (annually) and documenting on all staff files
- Keeping up to date with any changes in procedures for the administration of first aid
- Ensuring that past injuries involving blood must have the wound covered at all times whilst child is in care

All **Educators** are responsible for:

- Implementing appropriate first aid procedures when necessary
- Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management as required
- Practicing CPR and administration of an auto-injection device annually
- Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- Ensuring that the details of any incident requiring the administration of first aid is recorded in an incident, injury, trauma and illness record
- Collaborating and developing risk assessments prior to service excursions to identify risks to the health, safety or wellbeing of all involved, and specifying how these risks will be managed and minimised

Parents/Guardians are responsible for:

- Signing that incident, injury, trauma and illness record, acknowledging the service has notified
- Parents of ill children will be contacted to take the children home

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- Parents who collect children from school for any reason (other than an emergency) must sign the child out of the school in a register maintained in the OSHC room
- A comprehensive first aid kit will accompany all excursions, along with a mobile phone
- All children attending excursions will have provided a signed medical form providing medical detail and giving the responsible person permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on excursions, as well as kept at the OSHC room
- At the commencement of each year, requests for updated first aid information will be sent home including requests for any asthma, diabetes and anaphylaxis management plans, high priority medical forms, and reminders to parents of the policies and practices used by the OSHC to manage first aid, illnesses and medications throughout the year
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma, diabetes and anaphylaxis medication will also be given at that time.

Volunteers and students, while at the service, are responsible for following this policy and its procedures