



# OOSH ADMINISTRATION OF FIRST AID POLICY & PROCEDURES

O14

## 1. Policy Information

Policy title	OOSH Administration of First Aid Policy & Procedures
Policy version	O14.1
Classification	OOSH
Review cycle	1 year
Last review date	March 2024
Implementation date	March 2024
Next review date	March 2025
Approval Authority	Approved Provider (Principal), DPP, OOSH Coordinator
Person/s responsible for policy	OOSH Nominated Supervisor

## 2. Overview

Toongabbie Christian College (the 'College') OOSH (Out of School Hours/the 'Service') will provide children, educators and visitors with a safe and supportive environment where basic first aid is administered in the event of injury or illness. The health, safety and wellbeing of children is a paramount consideration for the Service.

The College (PCBU) requires that all employees, including OOSH educators, hold a current First Aid credential.

This needs to be read in conjunction with the College's *OOSH Incident, Injury, Trauma and Illness Policy & Procedures*.

## 3. Policy

### 3.1 General Principles

- 3.1.1 General first aid and equipment will be made available to educators and visitors to the Service whilst on College grounds and on excursions.
  - 1.1.1.a Children could have access to the Emergency bags and the outdoor first aid kit which contains basic items such as bandaids, saline etc.
- 3.1.2 Educators and staff will undertake their roles effectively. In relation to the administration of first aid, staff will receive training to ensure their qualifications are approved and up-to-date, as well as having access to suitably equipped first aid kits. CPR qualifications are considered current where the training was completed within the previous year, and first aid qualifications, asthma and/or anaphylaxis qualifications are considered current where training was completed within the previous 3 years.
- 3.1.3 Clear roles ensure that management, educator, and staff are aware of their responsibilities in relation to the administration of first aid, notifications and reporting. This is done initially upon induction and then reviewed periodically during staff meetings.
- 3.1.4 A minimum of one educator present at all times will hold a current first aid qualification, as per regulation 136.
- 3.1.5 A minimum of one educator present at all times will have undertaken current approved anaphylaxis management training, as per regulation 136.

- 3.1.6 A minimum of one educator present at all times will have undertaken current approved emergency asthma management training, as per regulation 136.
- 3.1.7 Health and safety is incorporated into the educational program in order to provide opportunities for children to learn and develop.

### 3.2 Training

- 3.2.1 It is mandatory for all Responsible Persons and supervisors to hold a current first aid qualification.
- 3.2.2 The Nominated Supervisor will ensure the qualifications of the staff are maintained and that first aid guides and publications are accessible to staff at all times.
- 3.2.3 Qualified first aiders are the only educators to provide first aid.

## 4. Procedures

### 4.1 First Aid Kits & Emergency Bags

- 4.1.1 The [First Aid & Emergency Bag Checklist](#) is used termly to ensure that the kits and bags are fully stocked and updated. Upon return from an excursion or evacuation, used items are replenished.
- 4.1.2 The Outdoor first aid kit will be kept on the ground, near the first aid cupboard to ensure quick access.
- 4.1.3 Cold packs are to be kept in the freezer to ensure easy access.
- 4.1.4 A separate first aid kit is taken for outdoor activities and/or on excursions.
- 4.1.5 Emergency Bags are located at each external door and are to be collected in the base of an evacuation. These bags contain basic first aid supplies such as bandaids, saline etc, as well as other supplies such as phone chargers, torch, batteries etc.

### 4.2 Incidents

- 4.2.1 For more serious incidents, or incidents where subsequent medical attention is sought by the parent/carer, please refer to College's *OOSH Incident, Injury, Trauma & Illness Policy & Procedures*.
- 4.2.2 Educators must wear disposable rubber gloves when dealing with blood and bodily fluids as per the College's *OOSH Infectious Disease's Policy & Procedures*.
- 4.2.3 Whenever first aid is given, educators are to record this in an incident report.
- 4.2.4 When a child has sustained an injury to the head, an incident report must be written, as well as the parents/carer contacted. Parents/Carers are encouraged to pick up their child for a medical assessment. For serious head injuries, please refer to College's *OOSH Incident, Injury, Trauma & Illness Policy & Procedures*.
- 4.2.5 Parents/Carers and emergency contact information is stored in the emergency clipboard folder as well as on the OOSH mobile.
- 4.2.6 If paracetamol is required, educators must contact the parent/carer to seek permission. A second educator must speak to the parent/carer in order to clarify if the child can take paracetamol. Educators will inform the parent/carer that their child must be picked up as soon as practical.
- 4.2.7 Once a child takes paracetamol, an incident report must be written and the medication record completed.

## 5. References

- Prepared in consultation with Becklyn

## 6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other service policies/documentation	Other
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<p>S167, R85, R86, R87, R88, R89,, R92, R93, R94, R136, R146, R147, R161, R162, R168, R170, R171, R172, R176, R183</p>	<p>QA2, QA4, QA7.1.2</p>	<ul style="list-style-type: none"> <li>● OOSH Incident, injury, trauma and illness Policy &amp; Procedures</li> <li>● OOSH Administration of First Aid</li> <li>● OOSH Administration of Medication Policy &amp; Procedures</li> <li>● OOSH Providing a Child Safe Environment Policy &amp; Procedures</li> <li>● OOSH Enrolment &amp; Orientation Policy &amp; Procedures</li> <li>● OOSH Emergency and Evacuation Policy &amp; Procedures</li> <li>● OOSH Excursions Policy &amp; Procedures</li> <li>● OOSH Dealing with Infectious Diseases Policy &amp; Procedures</li> <li>● OOSH Dealing with Medical Conditions Policy &amp; Procedures</li> <li>● OOSH Sun Protection Policy &amp; Procedures</li> <li>● OOSH Water Safety Policy &amp; Procedures</li> <li>● OOSH Acceptance and Refusal of Authorisations Policy &amp; Procedures</li> </ul>	
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