



OOSH ADMINISTRATION OF FIRST AID POLICY & PROCEDURES

015

1. Policy Information

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Policy version	O15.1
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Approval Authority	Approved Provider (Principal), DPP, OOSH Nominated Supervisor
Person/s responsible for policy	OOSH Nominated Supervisor

2. Overview

Toongabbie Christian College OOSH (OOSH) aims to provide an environment that promotes children's health, safety, and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid.

OOSH will provide and maintain a high level of care for children at our service. The service will ensure suitable and capable Educators will be hired to ensure the safety and wellbeing of the children during Before School Care, After School Care, and Vacation Care, as well as when out on excursions.

3. Policy

3.1 All Educators at OOSH will hold a current first aid, asthma and anaphylaxis and CPR training.

4. Procedures

4.1 First Aid

- 4.1.1 A minimum of one educator present at all times will have a current qualification in first aid.
- 4.1.2 It is mandatory for all educators to be trained in First Aid.
- 4.1.3 The Nominated Supervisor will ensure the qualifications of the educators are maintained and that first aid guides and publications are accessible to educators at all times.
- 4.1.4 Qualified first aiders are the only educators to assist with injuries.
- 4.1.5 A fully stocked and updated first aid kit will be kept on the ground, near the first aid cupboard. This is in case an incident were to occur to an educator/s, children will be able to access it to assist.
- 4.1.6 Several cold packs are to be kept in the freezer, with easy access for educators, children and visitors.
- 4.1.7 A separate first aid kit is kept for taking outdoors as well as for traveling.
- 4.1.8 Educators must wear disposable rubber gloves when dealing with bodily fluids.
- 4.1.9 Whenever first aid is given, educators are to record this in an incident report.
- 4.1.10 When a child has sustained an injury to the head, an incident report must be written, as well as the parents/carer contacted to pick up their child immediately for a medical assessment.

- 4.1.11 Parent/Carer and emergency contacts in the emergency folder as well as on the OOSH mobile.

4.2 Medication

- 4.2.1 Prescription medication will be administered only to the child for whom it is prescribed for.
- 4.2.2 Non-prescription medication will only be administered at the service when authorised by a parent/carer.
- 4.2.3 Medication will only be administered by a Responsible Person during service operating hours.
- 4.2.4 Medication and permission for a child to self-medicate, eg cream for eczema will be administered with the parent/carer written permission only, or with the verbal approval of a parent/carer or medical professional in the case of an emergency.
- 4.2.5 When verbal consent is given, the parent/carer needs to give written consent as soon as possible e.g., an email or text message.
- 4.2.6 Upon registration, parents/carers will sign a declaration that in an emergency, the children will be given first aid and taken to the nearest hospital.
- 4.2.7 The Supervisor or Nominated Supervisor will only administer Panadol if the parent/carer gives consent. Panadol will not be administered if the parent/carer declines.
- 4.2.8 If the parent/carer gives consent for the Supervisor or Nominated Supervisor to administer Panadol, the parent must pick up their child as soon as possible.
- 4.2.9 In the case of a temperature of 38.5 degrees or over, and the parent/carer is not able to be contacted, Panadol will be administered. The child will be monitored, if there is no change, or the child becomes worse, the Supervisor or Nominated Supervisor will call 000.
- 4.2.10 No authorisation for medication is required in the event of an asthma or anaphylactic emergency, 000 will be called. When this has been done, a parent/carer will be contacted as soon as possible.
- 4.2.11 Authorisation from anyone other than the parent/carer or a medical professional cannot be accepted.
- 4.2.12 Parents/Carers who wish for their child to receive medication at the service will fill out a medication sheet. This sheet will include:
 - 4.2.12.a Child's name
 - 4.2.12.b Name of the medication
 - 4.2.12.c Details of the date, time and dosage to be administered
 - 4.2.12.d Last time and date the medication was administered
 - 4.2.12.e Signature of the parent/guardian
 - 4.2.12.f Signature of the person who administered the medication and the witness
- 4.2.13 Medication must be given directly to a Supervisor or the Nominated Supervisor and not left in the child's bag.
- 4.2.14 If anyone other than the parent is bringing the child to the service, and is required to take medication, a written permission note from the parent/carer, including the information above is required.
- 4.2.15 Medication may be administered to a child without authorisation in case of an anaphylaxis or asthma emergency.

4.3 Administering medication

- 4.3.1 Collect the medication record.
- 4.3.2 Collect the medication and dropper/measuring glass.
- 4.3.3 Collect the child.
- 4.3.4 Ask another Educator to be the witness.
- 4.3.5 Work your way through the medication record, recording relevant details.
- 4.3.6 Check that the parent/carer or authorised person is listed on the child's enrolment form has signed the medication record.

- 4.3.7 Check the name of the medication against the medication record.
- 4.3.8 Check the expiry or used by date – document this.
- 4.3.9 Check the identity of the child is consistent with the name on the medication container.
- 4.3.10 Check dosage is consistent with what is on the container – (If a parent/carer has indicated a different dosage in the medication book than what has been labelled on the medication, the Supervisor or Nominated Supervisor will contact the parent/carer to clarify what is the correct dosage BEFORE administering medication to the child if not follow amount stated on the container).
- 4.3.11 Wash your hands.
- 4.3.12 The second Educator checks all details on the record sheet are correct before first educator member administers medication.
- 4.3.13 The first Educator and witness to complete the medication record with name and signatures.
- 4.3.14 The second Educator engages the child back into play.
- 4.3.15 Return medication to the storage area.
- 4.3.16 Wash the medication utensil immediately.
- 4.3.17 At the end of the day ensure medication goes home with the parent and or authorised contact or is placed in the red lockable box in the First Aid cupboard and ask the parent or authorised contact to sign the medication record.

4.4 Administration of medication

- 4.4.1 Parents/carer must give unopened Medication to an Educator. This rule does not apply for asthmatics, puffers can be kept on the child. If a child uses their puffer, they must inform an Educator.
- 4.4.2 Prescription medication will only be administered to the child for whom it is prescribed. Medication must be delivered in the original packaging, bearing the child's name and dosage.
- 4.4.3 Educators will only administer medication during TCC OOSH's operating hours.
- 4.4.4 In the event of an emergency, Educators require verbal permission from parents to administer medication. A second Educator must confirm with the parent that they wish for their child to take paracetamol.
- 4.4.5 Authorisation from a parent is not required for an asthma or anaphylaxis emergency. Educators will, however, notify parents as soon as possible, after contacting emergency services.
- 4.4.6 Families who require their child take medication at the service must complete a form with the following;
 - 4.4.6.a name of child
 - 4.4.6.b date of birth
 - 4.4.6.c details of time and dosage
 - 4.4.6.d parent/guardian signature
 - 4.4.6.e the last time the child took the medication
- 4.4.7 As medication is administered, the Educator must check that the medication is in date and ask a second Educator to double check the use by date as well as the dosage.
- 4.4.8 After medication is administered, the Educator must record this on the child's medication form, along with the time, dosage, medication name, name of Educator who administered, signature and the witness name and signature.

4.5 Self-administration of medication

- 4.5.1.a Where possible, children are encouraged to administer their own medication. For example, use of their asthma puffers.
- 4.5.1.b Where children are taking other medication such as syrups and pills, these will be stored in a locked box either in the medication cupboard or in the fridge.

- 4.5.1.c Educators will access these and then give the medication to the child.
- 4.5.1.d The Educator will ensure that the medication is in date, and will check the amount that must be administered.
- 4.5.1.e Educators will supervise that the child is taking the correct amount of medication.
- 4.5.1.f The Educator will then put the medication back in the lockable box and then in the appropriate storage area.

4.6 Administration of paracetamol in the service

- 4.6.1 When a child complains of a headache, an Educator will encourage the child to drink water and monitor them.
- 4.6.2 If there is no improvement and/or the child has a temperature, the Educator will contact the family and let them know their child's symptoms and ask if they would like their child to take paracetamol.
- 4.6.3 If the parent/carer wishes for their child to have paracetamol, they must confirm this with the Educator whom they are speaking to, as well as confirm this with another Educator (first Educator will pass the phone to second Educator).
- 4.6.4 The Educator will let the parent/carer know that their child needs to be picked up as soon as possible.
- 4.6.5 The Educator administering the paracetamol will check the expiry date and the recommended dosage. The other Educator will double check the expiry and dosage.
- 4.6.6 The time, date, dosage, along with the child's details will be recorded on a medication form. This will be signed by both Educators.
- 4.6.7 Once the parent/carer comes to pick the child up, they will sign the medication form.

5. References

- none

6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other service policies/documentation	Other
R85, R86, R92, R93, R94, R136, R160	QA2.1.1	<ul style="list-style-type: none"> • OOSH Incident, injury, trauma, and illness Policy & Procedures • OOSH Providing a child safe environment Policy & Procedures • OOSH Dealing with Infectious Diseases Policy & Procedures • OOSH Medical Conditions Policy & Procedures • OOSH Acceptance and Refusal of Authorisations Policy & Procedures 	