



Administration of First Aid

National Quality Standards:

Area 2 - Children's Health and Safety

Standard 2.1 - Health

Elements:

2.1.2: Health practices and procedures

Effective illness and injury management and hygiene practices are promoted and implemented.

Standard 2.2 - Safety

Elements:

2.2.2: Incident and emergency management

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented..

Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 87	Incident, injury, trauma and illness record
Reg. 89	First aid kits

Related Policies:

- Dealing with infectious diseases
- Dealing with Medical conditions in children and medical administration
- Acceptance and refusal of authorisations
- Incident, illness, accident and trauma

Policy Statement:

Adventure OSHC will provide and maintain a high level of care for children attending the Service at all times. We take this responsibility very seriously.

Purpose:

To ensure all children in our care are in the safest of hands when it comes to first aid and medical treatment.



Scope:

This Policy applies to children, families, Educators and staff, and management.

Implementation:

The Service will ensure that all Educators will be suitably qualified in emergency first aid management and that first aid equipment and support will be available to all children, Educators and visitors to the service and whilst on excursions. Ideally, all Educators will undertake senior first aid, asthma management and anaphylaxis management training to ensure full and proper care of all is maintained ([My Time Our Place 3](#)).

The Adventure OSHC staff will record all injuries that occur at the Service. Children's incidents will be recorded as per the regulatory guidelines with their enrolment documents. Families will be notified as soon as the incident report has been submitted through a notification in Xplor Home. This will be no later than 24hrs after the incident has occurred. Where it is deemed necessary, and in any cases with injuries to the head, parents will be notified as soon as practical via phone.

Any illness that becomes apparent while a child is at our Services will be recorded on an Incident, Illness, and Trauma Form on Playground.

Clearly recognisable First Aid kits will be kept in all areas where children are being cared for at the Service. Adventure OSHC will provide funding for all team members to renew their First Aid training. All Adventure OSHC team members will hold current First Aid certificates and will be Asthma and Anaphylaxis trained. Emergency numbers will be displayed at the Service and stored in the Service mobile phone.

The Coordinator will ensure:

- All Educators have uninhibited access to an appropriately stocked First Aid kit at the Service.
- The contents of each kit are replaced within 7 days of use and they will check the kit quarterly for the expiry of its contents.
- Current CPR signage is clearly displayed at the Service.
- The injured person is provided with an area to rest quietly and safely after an injury, accident or illness to facilitate recovery or to await removal by team members or emergency personnel.

When administering medication, the Service's *Administering Medication Procedure* will be followed.



Minor Incident Procedure:

When a child is involved in an incident where an injury has occurred, or if it is reasonable that an injury will be apparent at a later time, the incident will be documented on an Incident, Illness, and Trauma Form via Playground.

The Authorised Person (family member) collecting the child will be informed verbally of the incident. The Incident, Illness, and Trauma Form will be presented to the Authorised Person, who will be requested to sign the form. The Form will be filed with the child's enrolment form/saved in Playground.

If First Aid is required, an Educator who possesses a current First Aid certificate will administer first aid and the child's parent/guardian will be notified of this.

Medical Emergency Procedure:

In a calm and appropriate manner, the first team member on the scene of the emergency must give directions to the children and other team members. If necessary, an Educator who possesses a current First Aid certificate (all Educators at Adventure OSHC) will undertake

DRSABCD:

Danger, Response, Send for Help, Airway, Breathing, Circulation, Defibrillator (if available).

As this is occurring, **another team member must phone an ambulance.**

If CPR is necessary (the child is unconscious, not breathing, has no pulse), an Educator who possesses a current First Aid certificate (all Educators at Adventure OSHC) is to continue CPR until relieved by an ambulance officer.

The Responsible Person is to inform the child's family as soon as practicable of the situation and any information regarding the child's treatment or services arranged for the child.

The Responsible Person is to inform the OSHC Area Manager of the situation which has occurred and information on any treatment that was required.

If emergency services attend, the Nominated Supervisor or Approved Provider will notify the Regulatory Authority.

Procedure for Calling an Ambulance:

1. Dial 000.
2. State the following information:
 - a. Ambulance service required at Service **NAME AND ADDRESS**
 - b. Nearest cross street
 - c. Service telephone number



- d. Name of person calling
 - e. Ill or Injured person's name
 - f. Whether the ill or injured person is a baby, child or adult
 - g. Nature and severity of illness or injury
3. Stay on the line until dismissed by the operator.

Note: if the child is unconscious, not breathing and has no pulse, ask for an Intensive Care Ambulance and make it clear that the ambulance is for a child.

Important Things to Remember:

- If possible, other staff members must remove all children from the area and occupy them out of sight and sound of the casualty.
- The Responsible Person will decide who will accompany the child being transferred to the hospital.
- The Educator accompanying the child will take with them the child's:
 - **Enrolment Form** including **Collection Authority**
 - Details regarding food/drink consumed, bowel movements and urine passed if known
 - Relevant **Incident Report**

Note: Educator to child ratios must be maintained as much as possible during a medical emergency.

- The Responsible Person or a familiar Educator to the family will call the family (Educators must speak to the family directly and are not to leave a message).
 - The Educator must inform the family that their child has sustained an injury or has become seriously ill and an ambulance has been called.
 - **Educators are not medically trained, thus no assumptions about the child's medical condition can be made to the parents.**
 - Notify the family of the name and location of the hospital the child has been taken to.
 - If a child is taken to hospital, an Educator must inform the OSHC Manager and the Regulatory Authority.



Sources:

- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards

Version control created	20 March 2021
Reviewed	11 March 2022 - No changes
Reviewed	2 February 2023 - Minor changes (format, business name change)
Reviewed	11 September 2023 - Minor changes (formatting), related policies added
Reviewed	July 2024 - minor changes added (Playground and Xplor Home details)
Next review	July 2025