

ADMINISTRATION OF FIRST AID



This policy aims to:

Ensure all parties are aware of the OSHC@IOE procedures and expectations around the management of First Aid and to provide clear and precise steps to deal with a First Aid need. Our priority is to provide a safe and secure environment for participants with staff qualified and confident to perform First Aid when needed.

The OSHC@IOE will ensure that:

- All staff maintain a minimum HLTAID012
- Engage in a refresher course every 12 months for Asthma and CPR training
- A minimum 1x people with full First Aid qualifications are on site at all times
- A full first aid kit is supplied as well as a small first aid kits to be used if conducting excursions or if indoor/outdoor play cannot be supported.
- An audit of First Aid Kits is conducted quarterly and replenished as required
- An EpiPen and Ventolin are on site at all times with their location clearly identified.
- The correct notifications are conducted in the event of First Aid being performed. See: Dealing with Medical Conditions and Illness Policy.
- Health and Safety are incorporated into the program
- In the event of a major First Aid incident, participants and staff will be debriefed

Steps to follow in the incidence of First Aid being required:

- Assess the situation for dangers
- Tend to the child/young person and assess the injury/need for first aid
- Staff member with current First Aid Qualifications to perform First Aid as needed
- Monitor the child/young person. Assess the need for further treatment
- Inform Nominated Supervisor/Person in Day to Day Charge
- Inform family/guardian
- Complete Injury Form on XPLOR within 24 hours or next business day.
- Reassess the situation for dangers, look for ways to reduce the risk of future incidents and implement necessary changes
- Emergency services should be contacted when staff can no longer administer first aid or it is out of their jurisdiction.

Families will ensure:

- They inform OSHC@IOE of any further First Aid that was required AFTER the child/young person was signed out of the service for the day
- If the child/young person has left the service for a medical reason, the family must follow up with the service regarding any care that needed to be provided. For example – attending hospital or a GP

The Approved Provider will ensure:

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- The Service has up to date resources to ensure First Aid is performed to the best of staff's ability.
- All serious incidences are reported alongside the Nominated Supervisor to the appropriate people in a timely manor and no later than 24 hours after the incident.

References:

Education and Care Services National Regulations 2011: 85, 87, 89

National Quality Standards 2.1.2, 2.2.2