



Administration of First Aid

Purpose of this Policy

To outline our responsibilities to act and protect the safety and wellbeing of the children, families and educators who access the OSHC service in relation to the administration of first aid.

First Aid Training Requirements & Background

First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication.

The approved provider of a centre-based service must ensure that the following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service:

- (a) at least one educator who holds a current approved first aid qualification
- (b) at least one educator who has undertaken current approved anaphylaxis management training
- (c) at least one educator who has undertaken current approved emergency asthma management training.

Services must have staff with current approved qualifications on duty at all times and immediately available in an emergency. One staff member may hold one or more of the qualifications.

Under the *Education and Care Services National Law Act 2010*, the Australian Children's Education and Care Quality Authority (ACECQA) are required to publish lists of approved first aid qualifications. These lists are available at www.acecqa.gov.au/qualifications/approved-first-aid-qualifications.

School Support Services promotes best practice and highly recommends that **all educators** have current approved first aid qualifications.

School Support Services is responsible for:

- Ensuring that at least one educator onsite holds and maintains all the relevant approved qualifications
- Ensuring that the first aid equipment at the service are maintained and restocked when necessary. It is the Service Coordinators responsibility to do a 'First Aid Inventory' checklist at least once a term
- Ensuring each educator has a copy of their approved qualification certificates on their individual educator USB. It is requirement to be on their person at all times whilst at the service
- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury
- Ensuring a risk assessment is conducted prior to a regular outing to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised
- Ensuring there is an induction process for all new educators that outlines information on the location of first aid kits and specific first aid requirements
- Ensuring that parents are notified within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and recording details on the Incident, Injury, Trauma and Illness Record
- Ensuring that DET is notified within 24 hours if a serious incident has occurred at the service
- Ensuring the service Emergency Management Plan (EMP) is up-to-date. The Service Coordinator is responsible for ensuring all educators are familiar with the service EMP.

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 and updating it with School Support Services Management and on their individual educator USB
- Updating CPR and practising administration of an auto-injection device at least annually
- Ensuring that all children attending the service 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 are recorded accurately on the School Support Services Incident, Injury, Trauma and Illness Record

- Conducting a risk assessment prior to a regular outing to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised

Parents/guardians are responsible for:

- Keeping enrolment records current. Any changes should be outlined in writing and emailed to bookings@schoolsupportservices.com.au
- Outlining in writing any required information in relation to any diagnosed medical conditions for the child's individual file
- Providing a contact number that can be easily reached in the event of an incident that may require administration of first aid
- Providing written consent (on enrolment record) for service educators to administer first aid and call an ambulance, as deemed necessary
- Providing at least two authorised nominees on enrolment record in the event they may need to be contacted in relation to an incident that may require administration of first aid

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