

Administration of First Aid

Policy Statement

The purpose of this policy is to establish guidelines for the provision of first aid at Kids Biz OSHC Services. This policy aims to promote the health and safety of employees, children, families and visitors by providing prompt and effective first aid treatment in the event of an injury or illness.

This policy applies to all employees, children, families, contractors, and visitors who are present at the Service. It covers all incidents and injuries that occur in the Service, including those that may occur during excursions and off-site activities.

Policy Considerations

- National Quality Standards/Elements: 2.1.2 (Health practices and procedures), 7.1.2 (Management systems)
- Occupational Health and Safety Act 2000
- Occupational Health and Safety Regulation 2001
- Occupational Health and Safety (First Aid) Regulation 1989
- Local Government Award
- Education and Care Services National Regulations (85, 86, 87, 89, 168, 136)
- Community Services Guidelines

Procedure

- A minimum of one staff member currently qualified in first aid and CPR will be present when the service is in operation.
- When transporting children via bus, a first aid trained staff member should be present on each bus where possible. If the service will have separate groups in separate locations, a first aid trained staff member should be allocated to each group.
- First aid equipment and supplies will be stored in a designated location at the service and be clearly labelled. This location should be easily accessible and easily identifiable to all employees. First aid kits may be stored in multiple locations, for example in Junior and Senior areas.
- A first aid kit will be taken on all excursions.
- The first aid kit should contain the equipment outlined in the First Aid Checklist and be replaced as needed following periodic checks.
- A first aid manual can be kept at the Service. This may be stored digitally.
- A cold pack will be kept in the freezer for treatment of appropriate injuries and if there is no freezer snap and freeze icepacks should be used.
- First aid equipment will be regularly inspected and maintained to ensure sufficient resources are available, in date and in good condition.
- Staff and relief workers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it in the orientation process.
- First aid personnel will assess the injury or illness and provide appropriate treatment. If necessary, they will call '000' for emergency medical services.
- First aid personnel will assess whether the injury or illness is minor, moderate or major.
- A minor injury or illness typically requires either minimal or no first aid to be administered (e.g. sore stomach, paper cut).

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Reviewed by:	Darcy Tait	Approved by:	Natasha Finnigan

- A moderate injury or illness may require first aid, comfort and reassurance (e.g. head knock, sprains or strains).
- A major injury or illness requires immediate medical attention or first aid (e.g. broken bones, anaphylaxis). Emergency services may be required.
- If a moderate or major injury or illness occurs families will be informed as soon as possible and no within 24 hours after the injury or illness has occurred.
- If a minor injury or illness occurs families may be informed upon pick up, via text or phone call. This will be at the discretion of the first aid officer and/or responsible person on site. The Coordinator may also follow-up with the family.
- If a child needs to be transported to the hospital via emergency services, and the child is still in the care of the service, a staff member must stay with the child until a parent or guardian arrives.
- Staff members must take the appropriate action to ensure the safety and well-being of children.
- Incidents and injuries must be documented and reported as outlined in the Injury and Trauma policy.

Death of a child

- The death of a child must be reported to:
 - a) An ambulance service
 - b) The police
 - c) The Coordinator
 - d) WorkCover
 - e) The Department of Community Services
- Clear emergency procedure should be maintained for the other children at the Service.
- The Service will notify the parent/guardian that a serious incident has happened and advise them to contact the relevant medical agency.
- This information should be provided in an extremely sensitive manner with the understanding that a medical professional should determine if a child has died and inform the family of this with the service providing all possible support. It is not the role of the Service to inform the parent/guardian that their child has died.

Related Documents

- Medical Conditions
- Medication
- Food Safety & Nutrition

Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
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