

Westgarth OSHC acknowledges the Wurundjeri people as the traditional owners of the land on which we operate., We acknowledge and respect their contributions, experience and knowledge as First Nations People. We would like to pay our respects to their elders past and present.

Rationale:

Spensley Street OSHC has the needs of the children in the OSHC program at the utmost importance. Part of this responsibility is to provide a high level of first aid when required.

Policy:

(1) If children are being educated and cared for at service premises on the site of a school, it is sufficient for the purposes of subregulation

(2) if the following are in attendance at the school site and immediately available in an emergency—

- (a) for the purposes of subregulation (1)(a), at least one staff member of the school who holds a current approved first aid qualification;
- (b) for the purposes of subregulation (1)(b), at least one staff member of the school who has undertaken current approved anaphylaxis management training;
- (c) for the purposes of subregulation (1)(c), at least one staff member of the school who has undertaken current approved emergency asthma management training. Reg 136 Only staff with a qualification in Anaphylaxis or Asthma can administer medication.

Procedure:

The OSHC first Aid kits anaphylaxis and asthma are situated in the medical cupboard next to the office in the aftercare room. It is regularly inspected for equipment and replaced with new equipment when levels are low. First Aid is administered by a person with current Level II first Aid Qual. One person with this qualification is in service whenever operating. Basic first aid is given for minor conditions and the child is returned to general play. A standard Injury form is filled

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out for parents to sign upon pick up. For more serious injuries the child is again tended to by a qualified first aid person and parent will be notified and standard injury form filled out and signed by parent. For very serious injury a child attended to by a qualified first aid person, ambulance notified and parents called. Serious injury form filled out and sent to the department.

Legislative requirements:

- Section/regulation Description
- Section 167 Offence relating to protection of children from harm and hazards
- Regulation 85 Incident, injury, trauma and illness policies and procedures
- Regulation 86 Notification to parent of incident, injury, trauma and illness
- Regulation 87 Incident, injury, trauma and illness record
- Regulation 88 Infectious diseases
- Regulation 89 First aid kits
- Regulation 90 Medical conditions policy
- Regulation 92 Medication record
- Regulation 93 Administration of medication
- Regulation 94 Exception to authorisation requirement – anaphylaxis or asthma emergency
- Regulation 101 Conduct of risk assessment for excursion
- Regulation 102C Conduct of risk assessment for transporting of children by the education and care service
- Regulation 136 First aid qualifications
- Regulation 137 Approval of qualifications
- Regulation 161 Authorisations to be kept in enrolment record
- Regulation 162 Health information to be kept in enrolment record
- Regulation 168 Education and Care Services must have policies and procedures
- Regulation 169 Additional policies and procedures – family day care service
- Regulation 170 Policies and procedures to be followed
- Regulation 171 Policies and procedures to be kept available
- Regulation 172 Notification of change to policies or procedures
- Regulation 176 Time to notify certain information to Regulatory Authority
- Regulation 183 Storage of records and other documents

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