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## **Purpose**

To fulfil requirements of Section 168(2)b of the Education & Care Services National Regulations 2011:

- To administer first aid to students attending Out of School Hours Care when in need in a competent and timely manner.
- To communicate a student's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with an Apply Accredited first Aid Certificate.

## **Policy**

Medical and injury procedures are dealt with according to The Education & Care Services National Regulations 2011. Regulations 85-89.

- There is always at least one Educator with approved first aid training (HLTAID004), at least one Educator who has undertaken current approved anaphylaxis management training, and at least one Educator who has undertaken current approved emergency asthma management training on duty.

## **Procedures**

### **Incident**

- Any incident which has involved serious personal harm to a child will be recorded on the school Behaviour Incident Register for inspection by Principal class.

### **Injury**

- All incidents or injuries are recorded in an accident book kept beside the first aid kit. A copy of this form will be handed to the parent/carer upon collection of their child.
- A first aid kit with a comprehensive supply of basic first aid materials will be kept near the OSHC office and will be available for use at all times
- Students who have received first aid will be monitored by a staff member.
- Minor injuries will be treated by staff on duty.
- Any students with injuries involving blood must have the wound covered at all times and treatment will be managed with protective disposable gloves.

### **Trauma**

- Parents/carers will be notified by telephone for any blow or knock to the head or head injury and for any other significant injury or illness.
- The staff will take the following action in the event of an emergency or a serious accident:
  - Take immediate necessary action to remove the child from further danger.

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- Attend to the child to the best of their ability and provide appropriate First Aid action.
- If the situation is deemed to be an emergency, an ambulance will be called to attend and if necessary may take the child to hospital. It is the responsibility of parents to ensure they have ambulance cover. It is also the responsibility of parents to pay for any associated ambulance costs if uninsured, or inadequately insured.
- Make every effort to contact the parents/carers or other contact persons as soon as possible.
- A staff member will travel with the child in an ambulance if parents/carers are not available.

## **Illness**

- In order to protect the health of both children and staff, all programs observe the guidelines produced by the Victorian Department of Human Services for exclusion of children with particular infectious diseases. A current exclusion list is displayed on the wall.
- Where a Confidential Medical Action Plan has been developed by Westgarth Primary School and the Parents/Carers for children requiring short or long term support for a medical condition or injury, this is to be provided by the School to OSHC
- All students, especially those with a documented Asthma action management plan, will have access to asthma medication and an individual spacer at all times, which will be kept in the OSHC office.

## **Pain Relief**

- Pain relief medication will not be available for distribution to children attending OSHC.

## **Staff Training**

- All staff will be trained in basic first aid management skills including blood spills.
- A supply of protective disposable gloves will be available for use by staff.
- Safe medical waste disposal procedures will be followed.

## **Related documents and attachments**

- Education and Care Services National Regulations 2011
- School First Aid Policy
- School Asthma Policy
- School Anaphylaxis Policy

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