

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.

Definitions:

Emergency: An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down.

First aid: The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website:

www.acecqa.gov.au/qualifications/nqf-approved

Medication: Medicine within the meaning of the Therapeutic Goods Act 1989. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (www.tga.gov.au).

Suitably equipped first aid kit: Should be fully stocked, with no expired products, and should be checked regularly to ensure this. For example, a service might keep a checklist of the contents inside each first aid kit and initial the list each time the contents are checked. Approved providers may seek guidance from a reputable organisation such as St John Ambulance on first aid kit contents.

The OSHC@IOE will ensure that:

- All staff maintain a minimum HTLAID004.
- Engage in a refresher course every 12 months for anaphylaxis, asthma and CPR training.
- A minimum of two 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 kit to be used if moving from indoor to outdoor areas.
- An audit of first aid kits is conducted monthly and replenished as required.
- An EpiPen and Ventolin are on site at all times.
- The correct notifications are conducted in the event of first aid being performed. See: Incident, injury, trauma and illness procedures/policy.

Health and Safety will be 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:

1. Assess the situation for dangers.

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2. Tend to the injured person and assess the injury/need for first aid.
3. Staff member with current first aid qualifications to perform first aid as needed.
4. Monitor the child/young person. Assess the need for further treatment.
5. Inform nominated supervisor/person in charge.
6. Inform family/guardian.
7. Complete Injury Form on XPLOR.

Families will ensure:

- They inform OSHC@IOE of any further treatment 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:

- The service has up to date resources to ensure first aid is performed to the best of the staff member's ability.
- All serious incidents are reported alongside the nominated supervisor to the appropriate people in a timely manner and no later than 24 hours after the incident See: Incident, injury, trauma, and illness procedures/policy

References:

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

National Quality Standards 2.1.2, 2.2.2