



# Woolooware Outside School Hours Care

(02) 9523 9971  
34 Wills Road, Woolooware, 2230  
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## ADMINISTRATION OF FIRST AID POLICY

### **POLICY STATEMENT**

Woolooware Outside School Hours Care believes that in order to ensure the highest level of care is maintained for children attending the service; all educators should be suitably qualified in emergency first aid management. The WOSHC service will ensure that first aid equipment and support is available to all children, educators and visitors to the service and whilst on excursions. There will be staff present at all times who are trained in senior first aid, asthma management and anaphylaxis management.

### **CONSIDERATIONS**

- National regulation 89; First aid kits.
- National standard 2: Element 2.1.4 “Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines”
- National regulation 12
- National regulation 87
- National law section 174
- The centre “Management of incident, injury and trauma policy”
- The centre “Hygiene policy”
- ACECQA “Frequently asked questions” [www.acecqa.gov.au](http://www.acecqa.gov.au)

### **PROCEDURE**

A minimum of one staff member is to be present at all times who holds a current Senior First Aid qualification and is trained in asthma management and anaphylaxis management.

WOSHC will endeavour to have all educators trained in first aid.

Educators will renew their certificates as required. WOSHC will budget for the cost of the first aid course or renewals as required.

Fully stocked and updated First Aid Kits are to be kept in a secure place that is accessible to all educators and volunteers but inaccessible to the children.

The first aid kit will contain the minimum equipment suggested by the Red Cross or St John’s Ambulance and a first aid manual will be kept at the centre.

An inventory of the kits will be maintained and checked at the end of each term and signed off by an educator. This inventory may be requested by the management or NSW regulatory authority at any time.

One educator will be responsible for ensuring the kit is fully stocked, and that all items are within the use by date for the beginning of each term.



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At orientation educators and volunteers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it.

A cold pack will be kept in the freezer for treatment of bruises or strains.

Only qualified educators will administer first aid in minor accidents or stabilise the victim until expert assistance arrives in more serious accidents.

Telephone numbers of emergency contacts, local doctor and poisons centre will be located next to the phone.

In the event of an emergency the educator administering the first aid must not leave the patient until emergency services arrive or the parent. All emergency calls should be made by a second educator.

In the case of a minor accident the first aid attendant will:

1. Assess the injury.
2. Attend to the injured person and apply first aid as required.
3. Ensure that disposable gloves are used with any contact with blood or bodily fluids.
4. Ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner as per the Hygiene policy.
5. Ensure that anyone who has come in contact with any blood or fluids wash their hands thoroughly in warm soapy water.
6. Record the incident and treatment given in the IIIT book(incident, injury, illness and trauma) recording the following details:
  - a. Name and age of child.
  - b. Date, time and location of incident.
  - c. Description of injury and circumstances of how it occurred, including any witnesses.
  - d. Treatment given and name and signature of first aid attendant.
  - e. Details of any medical personnel contacted.
  - f. Name and details of any parent or emergency contact notified or attempted to notify.
  - g. Time and date of report and name and signature of a person making the report.
  - h. Name and signature of Nominated Supervisor.
7. Notify the parents either by phone after the incident if seen fit or on their arrival to collect the child.
8. The educator or Nominated Supervisor should obtain parental signature confirming knowledge of the accident report form.

Where the service has had to administer first aid and the incident is deemed serious as per Regulation 12, the Nominated Supervisor will ensure that the steps outlined in the service "Management of Incident, Injury and Trauma" policy are followed and the Regulatory Authority is notified within 24 hours.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023