



# East Adelaide School Out of School Hours Care

## Administration of First Aid Policy

East Adelaide School  
Out of School Hours Care  
Last Review August 2020  
Next Review: August 2023

## 1 Background

OSHC services have a responsibility to act in protecting the safety and wellbeing of the children, educators and staff who access the service. Regulation 136 refers to first aid qualifications. To view the approved list, go to [www.acecqa.gov.au/qualifications/approved-first-aid-qualifications/](http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications/).

***EAS Governing Council requires all qualified educators gain and maintain an approved first aid qualification. It may be decided that all Responsible Persons (Director, Assistant Director and the Level 3 and 4 educators) have the required qualifications.***

## 2 Policy Statement on Administration of First Aid

East Adelaide OSHC recognises that a first aid response to children or adults suffering from a physical, emotional or psychological condition is a matter of priority and will act to ensure all possible assistance is rendered in accordance with state and national legislation. Educators will have the required qualifications and there will be trained staff present at all times. We will address the administration of first aid by ensuring:

- the service meets the Education and Care Services National Regulations and the standards provided in the SafeWork Australia First Aid in the Workplace Code of Practice
- current and up to date information on applicable legislation regarding first aid is held at the service
- educators employed at the service have and maintain appropriate qualifications in the delivery of first aid, and management of anaphylaxis and asthma
- educators have access to training to maintain and update their first aid qualifications
- first aid equipment held at the service meets the regulations as outlined in the SafeWork Australia First Aid in the Workplace Code of Practice and that any specific equipment is also suitable for use with children
- Material Safety Data Sheets are held at the service and accessible online for all chemicals used at the service.

### 2.1 General:

- At all times, there are educators on duty who hold an approved first aid qualification (that includes current anaphylaxis and asthma management training).
- The service holds a copy of certificates in the educator's file.
- In all instances, the priority of the educator will be the administration of appropriate and prompt first aid as required, to ensure the safety and wellbeing of the children, educators and staff at the service.
- In the event that a child is injured or falls ill during the session, the designated first aider will determine if the child is too unwell to remain at the service. The child will be removed to a quiet area and the parent contacted.
- In the event of a serious injury or illness, the emergency response procedure will be implemented that includes;
  - the designated first aider providing first aid,
  - emergency services being contacted and ambulance transport to the appropriate hospital arranged, as deemed necessary or as indicated in a child's care plan (eg for diabetes),
  - contacting the family/guardian as soon as practicable to notify them of the incident and ongoing events,



## East Adelaide School Out of School Hours Care

### Administration of First Aid Policy

East Adelaide School  
Out of School Hours Care

Last Review August 2020

Next Review: August 2023

- notifying the Principal as soon as practicable,
  - completion of a critical incident form.
- Staff have a duty of care responsibility to provide first aid and seek emergency support if appropriate: it is the parent's responsibility to follow up medical care and seek advice from a doctor for non-emergency conditions (if a parent continues to be unavailable to collect his/her child when the child is unwell, and does not provide alternative emergency contact details, some services may consider making a notification as the child's wellbeing is at risk when it is an ongoing concern).
- Staff have a duty of care to call in an ambulance in an emergency: this would include instances where a child's health was at risk due to parental delay in collecting the child.
- Injured or unwell children will not be transported by staff using a personal vehicle.
- In the event that a child needs to be transported in an ambulance:
  - Where the family or emergency contacts and they are able to meet the child at the ambulance's destination immediately
    - the educator will ensure that all medical information held at the service is provided to ambulance officers, record the destination and contact details of the ambulance and pass this information on to the family as soon as practicable.
  - Where none of the emergency contacts for the child are immediately contactable, or a family member or the child's emergency contacts are unable to immediately meet the child at the ambulance's destination
    - the educator with the best relationship with the child will be required to travel in the ambulance to the hospital with the child, along with the child's enrolment and medical information that is held at the service.
    - If not already contacted, the travelling educator will continue trying to contact the emergency contacts until someone can be reached.
    - the travelling educator will remain with the child until a family member or emergency contact arrives to support the child.
  - The remaining educators at the service will contact an emergency educator to come to the service to ensure that required educator to child ratios are restored as soon as practicable.
  - The service will cover the cost of transport for the travelling educator to return to the service.

#### 2.2 First Aid Documentation:

- Minor incidents are to be documented in the accident register, a note is to be placed on Quickkids Kiosk to alert a collecting parent/guardian that there has been an incident, that they will need to speak to the designated first aider regarding the incident, and that the register will need to be signed.
- **For serious incidents** a notification will be made to the Education Standards Board of South Australia online by the Nominated Supervisor within 24 hours. A copy is forwarded to the school as soon as possible.
- For services on Department for Education (DfE) sites, an injury incident related to DfE employees and non-DfE persons such as OSHC staff, parents, volunteers and children must complete the Departmental Injury Incident Form titled an ED 155.



# East Adelaide School Out of School Hours Care

## Administration of First Aid Policy

East Adelaide School  
Out of School Hours Care  
Last Review August 2020  
Next Review: August 2023

- When a child is injured, a critical incident form must be completed by the person in charge at the time along with an ED 155 form forwarded to the school where professional medical treatment was administered.

### 2.3 First Aid Kit:

- The location of the first aid bags and manual are labelled clearly.
- The first aid bum bags contain basic first aid supplies and, as such, are to be used only when outside and all other areas of the school that is not the OSHC building.
- The director must also ensure:
  - The contents of first aid kits comply with the standards as listed in SafeWork Australia First Aid in the Workplace Code of Practice.
  - Accurate Material Safety Data Sheets are available to the designated first aider.
  - Sufficient first aid supplies are held at the service at all times
  - First aid kits are checked each month to ensure supplies are within use-by dates, that the contents of all first aid kits meet the minimum standard as listed in the SafeWork Australia First Aid in the Workplace Code of Practice and replacement of supplies is completed promptly. A list of the required contents will be kept in the lid of the first aid kit for easy reference.
  - The first aid kit, policies and procedures are kept current to industry standard.
  - The current and accurate contact details for an appropriate hospital and other emergency contact information, including the Poisons Hotline, is displayed next to the phone in the OSHC office and is stored in the OSHC mobile phone.

## 3 Roles and Responsibilities:

The Director will:

- Ensure that all first aid qualifications of educators are current, including anaphylaxis and asthma training, and that documentation is kept on file.
- Determine the designated first aider for the shift. This person will be responsible for the administration of all first aid during that shift. In the event that the number of people requiring first aid exceeds the ability of the designated first aider for the shift, or is of a serious nature requiring the attention of two first aiders, a second educator will be required to assist with the administration of first aid.
- Ensure that the designated first aider is responsible for documenting all first aid given, that it is administered appropriately, and that families are made aware of any incident.
- Ensure that the designated first aider checks the contents of the first aid kits after each use to ensure sufficient supplies remain in the kits. The need for any additional supplies should be reported to the Director.



## East Adelaide School Out of School Hours Care

### Administration of First Aid Policy

East Adelaide School  
Out of School Hours Care

Last Review August 2020

Next Review: August 2023

#### 4 Relationship:

Regulations	National Quality Standard	Other policies/service documentation	Other legislation/Guidelines
168	2.1, 2.30		
First Aid Kits Reg 89 (1) a, b & c.		Child-safe Environment Policy	SafeWork Australia First Aid in the Workplace Code of Practice
136, 161, 245, 246, 247		Excursion Policy	

#### 5 References

1. Children's Services Award 2010 (or the relevant Award that the service uses) at:  
[https://www.fwc.gov.au/documents/documents/modern\\_awards/award/ma000120/default.htm](https://www.fwc.gov.au/documents/documents/modern_awards/award/ma000120/default.htm)
2. ACECQUA List of Approved First Aid Qualifications at:  
<https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training>
3. Safework Australia – First Aid in the Workplace Code of Practice, March 2019 at  
[https://www.safework.sa.gov.au/\\_data/assets/pdf\\_file/0004/136264/First-aid-in-the-workplace.pdf](https://www.safework.sa.gov.au/_data/assets/pdf_file/0004/136264/First-aid-in-the-workplace.pdf)
4. Health Support Planning in Education and Children's Services 2019 at  
<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-support-planning>