

# POLICY STATEMENT ON FIRST AID

St Pius X 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 so we 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.

How this policy will be implemented:

- In accordance with Education and Care Services National Regulations, there will be at least one staff member on duty at the service at all times with current first-aid, asthma and anaphylaxis qualifications, as approved by ACECQA. (The same person does not need to hold all three qualifications). Certificates for all educators will be maintained in service records.
- At all times 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 and staff at the service.
- Where a child is injured, or falls ill during the session, a designated first aider will determine if the child is too unwell to remain at the service. The child will be monitored in a quiet area if possible.
- If deemed necessary, and in the event of serious injury or illness, the designated first aider will contact the family or the emergency contacts to advise of the nature of the injury/illness and whether someone needs to collect the child.
- First aid will be administered in the event of minor accidents or to stabilise an injured person until expert assistance arrives. If necessary the first aider will organise for ambulance to attend and transport to hospital if deemed necessary.
- In the event that a child needs to be transported in an ambulance:
  - Where the educator is able to contact the family or emergency contacts and they are able to meet the child at the ambulance's destination, 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 the educator is unable to contact any of the emergency contacts for the child, an educator may travel in the ambulance to the hospital with the child (if possible), along with the child's enrolment and medical information that is held at the service. This may not always be possible if it compromises the service's duty of care for the remaining children.
    - a) The travelling educator will continue to try to contact the emergency contacts until someone can be reached.
    - b) The travelling educator will remain with the child until a family member or emergency contact arrives to support the child.
    - c) 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 if this is necessary.
    - d) The service is covered by ambulance cover for all enrolled children (in the case of accidents).

- First aid equipment held at the service will meet the regulations as outlined in the SafeWork SA Approved Code of Practice for First Aid in the Workplace and that any specific equipment is also suitable for use with children.
- A fully equipped and updated first-aid kit will be kept at the service away from children in a marked cupboard in the office – where it is easily accessible by staff.
- First Aid kits will be provided to each group going on excursions, as well as individual children's emergency medication.
- The first-aid kit will be stocked at all times. The Assistant director will replenish it as soon as practicable after use, and regularly check (at end of each term) to make sure the kit is complete and that the stock has not deteriorated.
- First aid will only be administered by a staff person qualified in first aid.
- Adequate funds will be allocated to ensure that staff members' first-aid certificates are updated as required.
- The telephone number of the Poisons Service at the Women's and Children's Hospital is displayed near the phone.
- Material Safety Data Sheets are held at the service for any substances used at the service.
- For children requiring care or support that is greater than support covered by general first aid training it must be noted that staff will not be able to offer the support until they have undertaken further specific training.
- Minor incidents will be documented in an Illness/accident register; a note is to be placed in the notes column of the attendance sheet 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
- Incidents requiring hospitalisation must be reported to the SA Regulatory Authority and Catholic Church Insurances within 24 hours, or as soon as practicable.