



## **ADMINISTRATION OF FIRST AID POLICY**

(required-regulation)

### **Policy Statement**

New Lambton District OOSH (NLDOOSH) aims to ensure the safety and wellbeing of all children, staff and visitors at our centre through proper care and attention in the event of an accident. Safety is a priority and all precautions are taken to prevent accident and injury at our centre.

### **Procedures**

#### First Aid

- a. Educators are responsible for the health and safety of children when they are under the responsibility of NLDOOSH which includes attendance at the centre, whilst on excursions and whilst on the designated OOSH bus to and from the child's school but excludes when children are attending extra curricular activities.
- b. All permanent educators have a current First Aid Certificate. The Centre Coordinator is responsible for ensuring the currency of educators first aid training and the provision of professional development and training in child protection and incident management for educators.
- c. The Centre Coordinator and the Work Health and Safety Coordinator are responsible for the regular evaluation and currency of the center's protective care practices and procedures.
- d. The following persons will be in attendance and immediately available in an emergency at all times that children are being educated and cared for:
  - At least one educator that holds a current approved first aid qualification;
  - 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.
- e. Educators will administer appropriate first aid, to their level of competence, for minor illnesses or in the event of a minor accident/ incident. In the event of a more serious accident or incident, they will administer first aid to stabilise the person until expert assistance arrives.
- f. NLDOOSH will obtain all assistance and necessary medical/ dental treatment of children in our care, including ambulance transportation (with or without receiving express approval from the parent/ guardian at the time of the incident). Parents/ guardians who do not want staff taking

this course of action can note this as an exclusion when they complete enrolment terms and conditions.

- g. First aid resources will be available to all staff, educators, children and visitors in the centre and while on excursions. Educators from the New Lambton centre will carry a small portable first aid kit on the designated OOSH buses that travel between the schools and the OOSH centres.
- h. Educators (including casuals) will be made aware of the first aid kit, where it is kept and their responsibilities in relation to first aid during their orientation process.
- i. The Medical Officer is responsible for ensuring the maintenance, availability and termly audits of first aid supplies and resources.
- j. The first aid supplies and stock are updated by the first aid educators and any supplies required are ordered by the medical officer.
- k. A first aid manual and register will be kept at the centre. Each time first aid is administered, staff will complete a first aid slip. A copy will be given to the parents/ guardians and the other copy remains the property of the centre and will reviewed at the following staff meeting.
- l. Parents are asked to contact the service if they seek further medical attention for the injury.
- m. Telephone numbers of emergency contacts e.g the local hospital, the Poison Centre etc will be programmed into the centres mobile phones.
- n. If the first aid is required for an injury to the child's head their parent/ guardian will be notified of the incident via phone.
- o. The centre will maintain a current subscription to an Ambulance Fund.

#### In the case of a minor accident

- a. The First Aid Officer will:
  - assess the injury
  - attend to the injured person and apply first aid as required
  - ensure that disposable gloves are used for any contact with blood or bodily fluids
  - ensure that all blood or bodily fluids are cleaned up and disposed of in a safe manner
  - ensure that anyone who comes in contact with any blood or bodily fluids washes their hands and contact points in warm soapy water
  - record the accident and treatment given in the First Aid book, indicating:
    - child's name
    - date and time
    - nature of injury and how it occurred
    - Treatment given and by whom
    - Signature of the relevant staff member
  - First Aid slip to be given to parent/ guardian.

- b. 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 “Incident, Injury, Illness and Trauma” policy are followed, and the Regulatory Authority is notified within 24 hours of either the incident or them becoming aware of the incident.

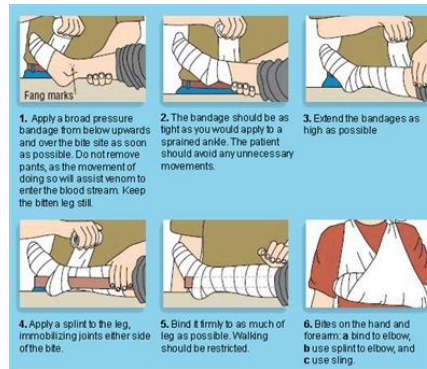
#### In the event of a suspected snake or spider bite

- a. First Aid posters for the treatment of snake and spider bites are displayed
- b. Staff will conduct an inspection of the play area prior to the commencement of outdoor play
- c. Children and staff will not walk through long grass or thick ground cover
- d. Staff are to assume all snakes to be venomous and report all sightings
- e. Staff will avoid the area until it is confirmed pest control has treated the area and will follow their advice
- f. When a snake is sighted **outside** the building staff will:
  - Move all children inside, closing all doors after entry. Staff will conduct a roll call and a head count of children and other staff members. This is treated as a Lock Down Procedure. Staff and children will remain indoors until it is confirmed the snake has left the area or been removed by professionals.
- g. When a snake is sighted **indoors** staff will
  - Staff will immediately activate the Evacuation Procedure if a snake is sighted indoors. A roll call and head count of children and staff is to be performed. Staff and children will remain outdoors until the snake has been removed from the building. If deemed safe, a staff member will inspect the site of the snake sighting and if the snake is found they will observe from a safe distance. If the snake is not visible, staff must not attempt to flush it out. No member of staff should try to kill or catch the snake.
- h. As soon as the safety of children and adults is established, the Responsible Person will contact a licensed snake handler to have it removed.

#### First Aid for Snake and Spider bite

- a. Stay calm and call for help (000-Ambulance)
- b. Reassure the patient and encourage them to remain calm and still
- c. Keep the bitten limb down low
- d. Do not move the patient

- e. **DO NOT** wash the bite
- f. Bandage the limb from the area of the bite to the hand/foot, then back up to the body
- g. Mark the site of the bite on the outside of the bandage
- h. Immobilise the limb by splinting
- i. Wait for the paramedics to arrive



### Pressure Immobilisation Bandaging

- a. The principle of pressure- immobilisation bandaging as a first aid measure is to prevent the spread of toxins through the body. This is done by applying enough pressure to compress the lymph vessels, and by preventing movement of the affected limb. Correct application of the technique can buy valuable time to get the patient to medical assistance.

### **Considerations**

Name	Reference
Education and Care Services National Regulations	S167, 174 R12, 85, 87, 89, 136
National Quality Standard	2.1.2, 2.2.2
Other NDLOOSH policies/ documentation	<ul style="list-style-type: none"> <li>• Accident, Injury, Trauma and Illness Policy</li> <li>• Dealing with Medical Conditions Policy</li> <li>• Attending to Spills of Blood and Other Body Substances Staff Procedure</li> <li>• Disposal of Needles, Syringes and/or Sharps Found on Centre Grounds Staff Procedure</li> <li>• HIV, Hepatitis and other Blood Borne Virus Infections Staff Procedure</li> <li>• Dealing with Infectious Diseases Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Dealing with Infectious Diseases Staff Procedure</li> </ul>
Other	<ul style="list-style-type: none"> <li>• <i>My Time, Our Place – Framework for School Age Care in Australia</i>, Council of Australian Governments 2011</li> <li>• Education and Care Services National Law Act 2010</li> <li>• Australian Children’s Education &amp; Care Quality Authority</li> <li>• Children and Young Person’s (Care and Protection) Act 1998</li> <li>• Department of Health Guidelines</li> <li>• Department of Education Guidelines</li> <li>• Network of Community Activities</li> </ul>

**Policy status**

Policy developed	March 2009
Last reviewed	June 2023
Due for review	Dec 2024
Policy owned by	Centre Coordinator, Employees, Families, Management and Interested Parties