



Outside School Care NT

OSC-NT PS.16 – First Aid Policy

Policy Description	This Policy statement outlines the guidelines that should be followed in order to implement appropriate First Aid and related procedures at an OSC NT site.
Key Points	<p>The Policy guidelines aim to ensure that:</p> <ol style="list-style-type: none"> 1. OSC NT staff are able to identify the scenarios when First Aid should be administered; and are able to do so following recommended practice. 2. First Aid kits and related equipment are kept on-site and are re-stocked at adequate intervals by qualified First Aid professionals to ensure kits have not expired and are fully stocked 3. Appropriately qualified staff are always rostered on shift with valid and relevant first aid training and certificates 4. Procedures for communicating instances when First Aid has been given are well known by all staff and followed appropriately for each instance of a First Aid event 5. Relevant paperwork is completed for each first aid event
1.0 Minimum Staff roster of a valid First Aider	<p>OSC NT Site Manager must ensure that at least one (1) senior First Aider is rostered on at all times during the operation of a OSC NT service.</p> <p>Each Senior First Aid qualified staff MUST:</p> <ul style="list-style-type: none"> - Hold an ACECQA recognised and VALID senior certificate in applied First Aid which must include: - Certified training in ASTHMA Management and ANALPHYLAXIS Management <p>OSC NT Site Manager MUST maintain a matrix detailing First Aid qualifications per staff member and when these qualifications are due to expire.</p> <p>It is the responsibility of the Site Manager to ensure that appropriately qualified staff are always rostered and that valid first aid certification is renewed before expiration.</p>
1.1 First Aid Training and certification renewal support	<p>OSC NT will endeavour to ensure that ALL rostered staff have relevant first aid training and valid certification.</p> <p>OSC NT will pay for the cost of initial First Aid training; and the renewal of First Aid certification for all staff who have completed their probationary period and have received a Letter of Offer from OSC NT.</p>
2.0 Identifying First Aid situations	<ol style="list-style-type: none"> 1. As part of supervision, all OSC NT have the authority to identify and report a First Aid incident and call for Emergency services if deemed necessary. 2. OSC NT staff should be aware of the FIRST AID Protocols that should be followed AND they should be familiar with the St Johns First Aid Factsheets. 3. Initial FIRST AID Protocols must be followed and reference to the child/rens personal medical conditions file should be made (if appropriate).
3.0 Communicating and reporting First Aid incidents	<p>Injuries or illnesses that require First Aid assistance during an OSC NT session must be:</p> <ul style="list-style-type: none"> - Communicated to the Director and OSC NT Management at the earliest opportunity without impacting the initial first aid requirements - Advised to the Parent of the child/ren affected as soon as possible contacting them by phone in the first instance. (no text or email must be sent unless

	<p>absolutely necessary – and if it is, it should not be worded so as to alarm or distress the parent/guardian unnecessarily).</p> <ul style="list-style-type: none"> - Documented using the prescribed regulatory incident forms and advised to the local regulatory authorities in the prescribed manner.
<p>4.0 Documentation of incident, injury or illness</p>	<p>OSC NT Staff will complete for each child involved in an incident causing injury or suffering from illness (suspected infectious or otherwise) a Record of incident, injury or illness Record.</p> <p>A blank template of this form is included under OSC NT checklists and can be found on the ACECQA website.</p> <p>The Record will include:</p> <p>(a) details of any incident in relation to a child or injury received by a child or trauma to which a child has been subjected while being educated and cared for by the education and care service or the family day care educator, including—</p> <ul style="list-style-type: none"> (i) the name and age of the child; and (ii) the circumstances leading to the incident, injury or trauma; and (iii) the time and date the incident occurred, the injury was received or the child was subjected to the trauma; <p>(b) details of any illness which becomes apparent while the child is being educated and cared for by the education and care service or the family day care educator including—</p> <ul style="list-style-type: none"> (i) the name and age of the child; and (ii) the relevant circumstances surrounding the child becoming ill and any apparent symptoms; and (iii) the time and date of the apparent onset of the illness; <p>(c) details of the action taken by the education and care service or family day care educator in relation to any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the education and care service or family day care educator, including—</p> <ul style="list-style-type: none"> (i) any medication administered or first aid provided; and (ii) any medical personnel contacted; <p>(d) details of any person who witnessed the incident, injury or trauma;</p> <p>(e) the name of any person—</p> <ul style="list-style-type: none"> (i) whom the education and care service notified or attempted to notify, of any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the education and care service or family day care educator; and (ii) the time and date of the notifications or attempted notifications; <p>(f) the name and signature of the person making an entry in the record, and the time and date that the entry was made.</p>
<p>5.0 First Aid Protocols and Factsheets</p>	<p>OSC NT Directors must ensure that Initial First Aid Protocols are displayed and visible to ALL staff at ALL times.</p> <p>Copies of all St Johns Ambulance First Aid Factsheets or factsheets from other recognised organisations must be available to review by ALL staff and ALL times.</p> <p>KEY First Aid Factsheets may be laminated and displayed for regular review by staff.</p>

<p>6.0 First Aid Kits and re-stocking</p>	<p>It is the responsibility of the Director to ensure that a appropriately stocked First Aid Kit is located where staff can have easy access.</p> <p>The First Aid Kit should be provided by St Johns Ambulance and should be stocked appropriate for the average level of attendances at the service.</p> <p>Directors should ensure that First Aid Kits are re-stocked every six (6) months in line with recommended levels for average daily attendances</p> <p>St Johns Amebulance – Re-stocking service</p> <p>416 Stuart Highway, Darwin</p> <p>Tel: 08 8935 2500</p> <p>Fax: 08 8935 2599</p> <p>Email: sales@stjohnnt.asn.au</p>
<p>Related Policy and Procedures, Forms or Checklists:</p>	<p>Incident, injury, trauma and illness Record Medical Condition Records (per child) Medical Conditions Policy Administration of Medication Policy Sickness While in Care Policy Serious Incident Policy</p>
<p>Specific Information for Parents:</p>	<p>Incident, injury, trauma and illness Record</p>
<p>Sources/References:</p>	<ol style="list-style-type: none"> 1. http://www.stjohnnt.org.au/ 2. Education and Care National Amendment Regulations 2017: regulations 85, 86, 87, 88, 89, 90, 92, 93, 95, 136 3. National Quality Standards February 2018, 2.1, 2.1.1, 2.1.4, 2.3, 2.3.4, 4.1 4. National Quality Framework. www.acecqa.gov.au
<p>Version Control/Updates:</p>	<p>Version: 2.0 April 2014</p> <p>To be reviewed and updated by: June 2015</p> <p>Versioon 3.0: September 2017</p> <p>To be reviewed and updated by: Septemner 2018</p>