

OSHC services have a responsibility to act for the protection, safety and wellbeing of the children and educators who access the service. All possible assistance will be rendered in the case of an incident, injury, trauma or illness. Any such occurrences will be recorded and reported appropriately. An educator, qualified in First Aid, will be in attendance during the times the Service is open.

## The Director will:

- Ensure the service meets the Education and Care Services National Regulations and the standards provided in **SafeWork SA Approved Code of Practice for First Aid in The Workplace**.
- Ensure that educators employed at the service have and maintain appropriate qualifications in the delivery of first aid, and management of anaphylaxis and asthma.
- The Service Director holds a copy of these certificates on file.
- Ensure that all educators have access to training and maintain and update their first aid qualifications.
- Ensure that the first aid equipment held at the service meets 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.

## Educators will ensure that:

- At all times, there is an educator on duty who holds an approved first aid qualification (including current anaphylaxis and asthma management training).
- 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 and educators 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 if possible.
- The designated first aider will contact the family or their emergency contacts to advise of the nature of the illness and that someone needs to collect the child. The designated first aider will inform the child of the parent/caregiver's estimated time of arrival. The child will be monitored by an educator until the parent/caregiver arrives.
- In the event of a serious injury or illness, the designated first aider will provide first aid and, if necessary, arrange for an ambulance, as deemed necessary or as indicated in a child's care plan (e.g. for diabetes).
- In the event of a serious injury or illness, the designated first aider will ensure that an educator contacts the family/guardian as soon as practicable, to notify them of the incident and ongoing events.
- Educators have a duty of care 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.

## In the event that a child needs to be transported in an ambulance:

- The educator will ensure that all medical information held at the service is provided to ambulance officers.
- The educator will record the destination and contact details of the ambulance and pass this information on to the parent/caregiver as soon as practicable.
- The educator will contact the parent/caregiver of the child.
- Educators have a duty of care to call 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.

## First aid documentation

Minor incidents are to be documented on an incident/accident register. A note is then placed on the electronic sign in/out to alert a collecting parent/guardian that there has been an incident/accident. The parent/guardian will need to speak to the senior educator regarding the incident/accident, and , in the case of an injury the report will need to be signed and dated.

## First aid kits

- The first aid cupboard is located in the Craft room. This stores our bulk supplies.
- The transportable excursion kit bag is located in the first aid cupboard.
- There is a first aid kit located in the kitchen and is used during BSC/ASC.
- Yard Duty Bags are provided with essential first aid items for on the spot first aid.
- The first aid manual is located in the first aid cupboard.
- First Aid kits are checked and resupplied on the 15<sup>th</sup> day of each month, or the nearest weekday.

## The director must also ensure that:

- the contents of first aid kits comply with the standards as listed in **SafeWork SA Approved Code of Practice for First Aid in the Workplace** and are customised for a childcare setting.
- sufficient first aid supplies are held at the service at all times.
- the first aid kit, policies and procedures are kept current to service requirement.
- current and accurate contact details for an appropriate hospital and other emergency contacts are readily available at all times.
- information, including the Poisons Hotline, is displayed in the OSHC office.

Definitions of serious incidents can include any injury or physical or emotional trauma to a child that results in needing a medical practitioner or attending hospital.

These include but are not limited to:

- head injuries
- eye/ear injuries
- back injuries
- bone fractures
- deep wounds requiring suturing
- loss of appendages
- burns
- missing child
- death of a child

In compliance with National Law & Regulations notice of serious incidents must be reported to the Regulatory Authority within 24 hours.

## Recording Procedure

In accordance with Regulations the Service keeps a written record of any incident, injury, trauma or illness a child experiences while attending the Service.

The Incident/Accident Register holds:

1. behaviour and issues records
2. accident, illness and injury records
3. brief account reports
4. critical incident and injury records

**National Law & Regulations:**

Section: [51\(1\)\(a\)](#), [162\(a\)](#), [165-7](#), [166](#)

Regulations: [77-102](#), [155](#)

**Resources/References:**

- Health Support Planning in Education and Children's Services at [www.chess.sa.edu.au/Pathways/HSPbookinfull09.pdf](http://www.chess.sa.edu.au/Pathways/HSPbookinfull09.pdf)
- DECD Child Health and Education Support Services A – Z Health Support Index (information on care plans, guidelines and condition specific resources) at [www.decd.sa.gov.au/speced2/pages/health/chessPathways](http://www.decd.sa.gov.au/speced2/pages/health/chessPathways)
- DECD Anaphylaxis Guidelines for schools at [www.decd.gov.au/A-zpolicies](http://www.decd.gov.au/A-zpolicies)
- DECD Anaphylaxis web page at [www.decd.sa.gov.au/speced2/pages/health/allergyAndAnaphylaxis/](http://www.decd.sa.gov.au/speced2/pages/health/allergyAndAnaphylaxis/)
- ASCIA Guidelines for Prevention of Food Anaphylactic Reactions in Schools, Preschools and Childcare at [www.allergy.org.au/health-professionals/papers/prevent-anaphylactic-reactions-in-schools](http://www.allergy.org.au/health-professionals/papers/prevent-anaphylactic-reactions-in-schools)
- CESA Guidelines <http://online.cesnet.adl.catholic.edu.au/docushare/dsweb/HomePage>
- [Reporting critical incidents and injuries](#), 2018 Dept. of Education SA

**Other legislation/Guidelines:**

- SafeWork SA – Approved Code of Practice for First Aid in the Workplace
- Work Health and Safety Act (2012) SA
- Safe Work SA

**National Quality Standard:**

- 2.1 Each child's health and physical activity is supported and promoted.
- 2.2 Each child is protected