



# Wesley Out of School Hours Care Policy

## Administer First Aid

### 1. Purpose

Wesley Out of School Hours Care (Wesley OOSH) will ensure the safety and wellbeing of all children, educators and visitors and that all Staff and Educators effectively respond to and manage incidents, injuries, trauma's and illnesses which may occur at the service.

### 2. Scope

This policy applies to the staff, children, families and visitors of Wesley OOSH as required by the following Regulations and Standards.

#### National Quality Standard

QA2	2.1	Each child's health and physical activity is supported and promoted
QA2	2.2	Each child is protected

#### National Regulations (r) and National Law (s)

r12	Meaning of serious incident
r85	Incident, injury, trauma and illness policies and procedures
r86	Notification to parents of incident, injury, trauma and illness
r87	Incident, injury, trauma and illness record
r89	First aid kits
r97	Emergency and evacuation procedures
r136	First aid qualifications
s174	Offence to fail to notify certain information to Regulatory Authority

#### My Time, Our Place

LO1	Children feel safe, secure and supported
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#### Related documents and sources:

- Work Health and Safety Act 2011 (NSW)
- Work Health & Safety Regulation 2011 (NSW)
- First Aid in the Workplace Guide 2001: WorkCover NSW
- Staff Handbook
- Providing a Child Safe Environment



### 3. Policy Statement

Wesley OOSH will ensure that all Responsible Persons in Day to Day Charge are qualified in emergency first aid management and that first aid equipment and support will be available to all children, educators, staff and visitors to the service including whilst on excursions.

All Responsible Persons in Day to Day Charge will undertake 'HLTAID004 or HLTAID012' Provide First Aid in an Education and Care Setting (including CPR)' training to ensure full and proper care of all is maintained at all times.

Wesley OOSH will ensure that first aid qualifications of all educators are up to date and will keep electronic records available via computer in the service. A first aid qualified educator will be present at all times during the session and this person will be noted on the roster.

First aid kits will be readily available where children are present at the service and during excursions. First aid kits will be suitably equipped, easily recognisable and easy to access.

### 4. Principals

Wesley OOSH believes that it is essential that staff and educators are able to respond and manage accidents, illness and emergencies which may occur at the service or whilst on excursions in order to ensure the safety and wellbeing of the children, educators, staff and visitors at all times.

#### First Aid Kit Guidelines

- Wesley OOSH will provide First Aid facilities that are adequate for the immediate treatment of injuries that arise within the service
- Wesley OOSH will ensure a First Aid kit appropriate for the number of educators and children is at the service at all times
- Consideration shall be given to preventative measures such as sunscreen, sun protection and portable water if outdoors
- First aid kits will be taken on excursions and First Aid qualified Educators will be in attendance

#### Any First Aid kit at the service will

- be in a prominent place that is sign-posted and which is accessible to educators at all times
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- be capable of being sealed and preferably be fitted with a carry handle as well as have internal compartments
- be maintained in proper condition and the contents replenished as necessary
- be checked quarterly to ensure the contents are as listed and have not deteriorated or expired
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
- be located in a convenient place where there is a risk of injury occurring

A Wesley OOSH Educator will be responsible for maintaining the first aid kit and will ensure the kit has the required quantities at all times.



## **5. Responsibility and policy owner**

The policy owner is the General Manager, Wesley Health, Conferences and Education. The owner is responsible for implementing the policy and achieving the desired outcomes. Wesley Out of Hours School Care employees shall adhere to this policy.

## **6. Consultation & Approval**

This policy has been developed in consultation with key stakeholders including families and the community, the Head of Wesley OOSH, Area Manager/s, Wesley OOSH, Centre Coordinators, Wesley OOSH and the Quality, Risk and Compliance Coordinator, Wesley OOSH.

This policy has been approved by General Manager, Wesley Health, Conferences and Education.