



Wesley Out of School Hours Care Policy

Administer First Aid

1. Purpose

Wesley Out of School Hours Care (WOOSH) 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, clients and visitors of WOOSH 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 Out of School Hours Care (WOOSH) will ensure that all Nominated Supervisors are qualified in emergency first aid management and that first aid equipment and support will be available to all children, educators and visitors to the service and whilst on excursions. All Nominated Supervisors will undertake senior first aid, asthma management and anaphylaxis management training to ensure full and proper care of all is maintained (My Time Our Place).

We will keep the first aid qualifications of each educator up to date and record these qualifications at the service. First aid qualified educators will be present at all times on the roster and in the service.

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

4. Principals

WOOSH 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 in order to ensure the safety and wellbeing of the children educators, staff and clients of our service.

First Aid Kit Guidelines

- Wesley Out of School Hours Care will provide First Aid facilities that are adequate for the immediate treatment of injuries that arise at the place of work
- Wesley Out of School Hours Care will ensure first aid facilities include a First Aid kit appropriate for the number of educators and children at the service
- Consideration shall be given to preventative measures such as sunscreen protection and portable water if outdoors
- First aid kits must be taken on excursions and be attended by first aid qualified educators

Any First Aid kit at the service must

- not be locked
- not contain paracetamol
- be in a place that takes an educator no longer than two minutes to reach, including time required to access secure areas
- 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 carrying handle as well as have internal compartments
- be maintained in proper condition and the contents replenished as necessary
- be checked quarterly using the First Aid Checklist 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 Out of School Hours Care education will be responsible for using the First Aid Checklist and ensuring each 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 the Senior Coordinator, Wesley Out of School Hours Care, Area Coordinator/s, Wesley Out of School Hours Care, Quality, Risk and Compliance Specialist, Wesley Conferences and Recreation.

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