

DSM OSHC Policy

Administration of First Aid

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Statement

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The DSM OSHC service (the service) is governed by Board of Deutsche Schule Melbourne. The service shares the vision and philosophy to help students realise their own potential and become creative and confident participant in the global community. It caters for children from diverse cultural and linguistic backgrounds.

First aid can save lives and prevent minor injuries or illnesses from becoming major. The ability to provide prompt basic first aid is particularly important for an out of school hours service and school where educators have a duty of care and obligation to assist children who are injured, become ill or require support with administration of medication. The service is committed to providing a safe and healthy environment to all students and staff.

Rationale

The DSM OSHC Service has a duty of care to provide and protect the health and safety of children, families, educators and visitors of the Service.

DSM OSHC works in line with the requirements under the National Quality Standards, the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations.

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.

Definition

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs. Legislation that governs the operation of approved out of school hours services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm.

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Goals

This policy aims to support educators to:

- Preserve life
- Ensure that ill or injured persons are stabilised and comforted until medical assistance intervenes
- Monitor ill or injured persons in the recovery stage
- Apply additional first aid tactics if the condition does not improve
- Ensure the environment is safe and other people are not in danger of becoming ill or injured.

Scope

This policy applies to children, families, staff, community members and visitors of the DSM OSHC Service.

Roles

The OSHC Coordinator is responsible for:

- Safeguarding that every reasonable precaution is taken to protect children at the service from harm and/or hazards that can cause injury
- Ensuring all educators observe their duty of care to students and other staff by providing assistance within the limits of their skill, expertise and training. This includes calling expert assistance when necessary.
- Ensuring all educators are familiar with the school's first aid procedure.
- Ensuring all permanent staff have adequate and up-to-date first aid training and maintain a current approved first aid qualification.
- Ensuring that at least one educator is in attendance at all times with current approved first aid qualifications and is immediately available at all times that children are being educated and cared for by the DSM school and OSHC. This can be the same person who has anaphylaxis management training and emergency asthma management training.
- Ensuring a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised.
- Ensuring that first aid training details are recorded and kept up to date on each staff member's record.
- Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements and individual children's allergies.
- Ensuring that parents are notified as soon as possible if their child is involved in an incident, injury, trauma or illness at the Service and that details are recorded on the Incident, Injury, Trauma and Illness Record.
- Ensuring the Regulatory Authorities are notified within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the Service.
- Ensuring that staff members are offered support and debriefing subsequent to a serious incident requiring the administration of first aid.
- Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

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- Support staff when dealing with a serious incident or trauma.
- Provide and maintain an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- Provide and maintain a transportable first aid kit that can be taken to excursions and other activities.
- Monitoring the contents of all first aid kits and arranging replacement of stock, including when the use-by date has been reached.
- Disposing of out-of-date materials appropriately.
- Ensure safety signs showing the location of first aid kits are clearly displayed.
- Ensure that all educators' approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act and National Regulations and are approved by ACECOA.
- Provide internal training of the administration of an auto-injection device annually and documenting on staff files
- Keep up to date with any changes in the procedures for the administration of first aid
- Ensure that appropriate documentation is being recorded by educators in regards to incidents, injury, trauma and illnesses and the administration of first aid. Documentation of the following must be recorded;
 - Name and age of the child
 - Circumstances leading to the incident, injury, trauma or illness (including any symptoms)
 - Time and date
 - Details of action taken by the service including any medication administered, first aid provided or
 - Medical personnel contacted

 - Details of any witnesses
 - Names of any person the service notified or attempted to notify, and the time and date of this
 - Signature of the person making the entry, and time and date of this.

Educators will:

- Implement appropriate first aid procedures when necessary
- Maintain current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required
- Practice CPR and administration of an auto-injection device annually
- Ensure that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma
- Ensure that the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma and Illness Record accurately.
- Conduct a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised

Parents will:

- Sign the 'DSM OSHC Incident/Injury/Trauma and Illness Record' of accidents or injuries that have occurred, acknowledging they have been made aware of the incident and the first aid treatment that was given to the child.

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- Provide the required information for the service's medication record (see the DSM OSHC Medical Conditions Policy)
- Consent for DSM OSHC educators to administer first aid and call an ambulance, if required.
- Be contactable, either directly or through emergency contacts listed on the child's enrolment record on FullyBooked in the event of an incident requiring the administration of first aid.

First Aid Kits

DSM OSHC will ensure that first aid kits are kept in up to date and in accordance with National Education and Care Service Regulations.

All First Aid Kits at the service must:

- Not be locked
- Not contain paracetamol
- Be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the school
- Be easily accessible to educators
- 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
- Contain a list of the contents of the kit
- Be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not depreciated or expired
- Have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- Be easy to access and if applicable, located where there is a risk of injury occurring
- Consideration should be given to precautionary measures such as sunscreen protection and portable water if working outdoors
- First Aid kits must be taken on the sportsground and excursions and be attended by First Aid qualified educators
- Be maintained in proper condition and the contents restocked as required
- Our First Aid delegated individual responsible for maintaining all First Aid Kits at the service is:

FIRST AID KIT OFFICER

Name:	Monika Cruz
Role:	Maintaining all the schools First Aid Kits
Number of First Aid Kits	3 (OSHC room, teachers room kitchen and sport shed)
responsible for at the school:	plus portable First Aid Kits for excursions

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Additional First Aid Kit Officer:

Nominated Supervisor

- These individuals are responsible for conducting and maintaining each first aid kit by complying with the First Aid Checklist, certifying each Kit has the required quantities, items are within their expiry dates and sterile products are sealed. This will occur after each use or if unused, at least annually.
- Individuals along with the Service Coordinator will also consider whether the first aid kits and components are appropriate and effective for the school's hazards and the injuries that have occurred. If the kit requires additional resources, these individuals will advise and follow up with the Nominated Supervisor.
- The service will display a well-recognised, standardised first aid sign to assist in easily locating first aid kits. Signage will comply with AS 1319:1994 – Safety Signs for the Occupational Environment.

First Aid Kit Checklist:

The service will use the Checklist in Safe Work Australia's First Aid in the Workplace Code of Practice as a guide to what to include in our First Aid Kits, see: <https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace>

We will determine the need for additional items to those in the checklist, or whether some items are unnecessary, after analysing the number of children at our service and what injuries children or adults may incur. We will review our incident, injury, trauma and illness records to help us make a knowledgeable decision about what to include.

First Aid Procedure

1. An educator trained in basic First Aid identifies the level of need and applies first aid.
2. The Nominated Supervisor is informed and records of treatment, (date, time etc.) are kept.
3. Parents are contacted in a medical emergency and informed of treatment their child has received.
4. The Nominated Supervisor or educator delegated by the Nominated Supervisor is responsible for:
 - Identifying potential causes of injury and illness both at the service and when undertaking activities and excursions
 - Identifying the training requirements of staff according to student needs and ensuring sufficient staff are trained in basic first aid, CPR, Anaphylaxis
 - Maintaining first aid kits, including portable kits
 - Monitoring adequacy of first aid facilities

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Specific Circumstances

The following table outlines how the service meets student first aid needs:

Circumstance	Description
Identified health needs	First aid requirements for students with identified health care needs should be explained in the Student's individual management plans (ASCIA Action Plan and Risk Minimisation Plan).
Student feeling unwell	<p>If a student feels unwell the service should:</p> <ul style="list-style-type: none">• assess a range of signs and symptoms including:<ul style="list-style-type: none">- whether the student has a fever- whether the students skin feels warm/hot to touch- if the student looks pale but has flushed cheeks- whether the student indicates that they feel hotNote: The specific temperature is not the main indicator• take action based on the summary of signs and symptoms• immediately seek emergency assistance, if there is:<ul style="list-style-type: none">- any doubt about the student's condition, or- a sense that the student's condition is deteriorating
Student has a minor injury	<p>When using an icepack to treat a minor injury such as a bump or bruise:</p> <ul style="list-style-type: none">• do not apply directly to skin• remove if pain or discomfort occurs and use a cold compress (towel or cloth rinsed in cold water) as an alternative <p>When an injury causes a nose bleed an ice pack should not be used, instead a cold compress may be used</p>
Other injuries	<p>In the following circumstances an ice pack/cold compress should not be used and medical help should be sought (usually by calling an ambulance):</p> <ul style="list-style-type: none">• loss of consciousness, even if only briefly• a less than alert conscious state• suspicion of a fracture• suspicion of a spinal injury• damage to eyes or ears• penetration of the skin• deep open wounds

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DSM Internal Use

Version and Approval

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Related Policies & Documents

Care, Safety and Welfare of Students:

DSM OSHC Administration of Medication

DSM OSHC Anaphylaxis

DSM OSHC Nutrition and Food Safety

DSM OSHC Sun Protection