

ARMIDALE OUT OF SCHOOL HOURS CARE

Administration of First Aid

Policies:	Dealing with Infectious Disease, Dealing with Medical Conditions, Excursions, Incident, Injury, Trauma and Illness.
Regulation/s/ Standards:	Education and Care Services National Regulation- 89,136,137, 153 National Quality Standards 2.1.2, 2.2.2
Related procedures:	Administration of Medication, Infection Control/ Hand Washing, Management of Records.
References:	Staying Healthy in Child Care (5 th Edition) ACECQA.
Date effective	November 2025
Date for review	November 2028
Purpose	To ensure that prompt, appropriate first aid assistance is available to ensure the health and welfare of children in care.
Responsibility	Board of Directors, Management, Nominated Supervisor and Educators.

Key information:

Armidale Out of School Hours Care must ensure that an Educator with current First Aid qualifications, with a nationally recognised unit of competency, is present at the service at all times that children are in care.

We will also ensure that a fully stocked First Aid Kit is maintained in the service and that a portable First Aid Kit is taken on all excursions, including walking excursions and that appropriate First Aid procedures are implemented when required.

Procedure:

- The Nominated Supervisors and those Educators who are designated as Responsible Persons must be trained in First Aid, CPR, Anaphylaxis and Asthma Management (Unit of Competency HLTAID0012).
- The Nominated Supervisor and Educators who are designated as Responsible Persons must update their First Aid Qualification every three years.
- The Nominated Supervisors and Educators who are designated as responsible Persons must update their CPR Qualifications on an annual basis.

Armidale Out of School Hours Care First Aid Kits

- Armidale Out of School Hours Care Kits must be adequately stocked with “in date” products.
- The primary First Aid Kit must be located in a readily accessible location within the service, identified by the recognisable symbol of a white cross on a green background.
- A secondary First Aid Kit must be located in a readily accessible location on the Armidale OSHC Bus.
- Both the primary and secondary First Aid Kits will be taken on all service excursions.
- The First Aid Kits must be inaccessible to children.

First Aid Responders will

- Implement appropriate first aid procedures when necessary.
- Call an ambulance if the event is of a serious nature.

The Nominated Supervisor or Responsible Person will:

- Ensure all other children are adequately supervised while first aid and comfort are being provided to a child involved in an incident or accident.
- Ensure that the details of any incident requiring first aid is recorded on the Incident, Injury, Trauma, and Illness record.
- If the incident requires medical attention, notify the parent or guardian as soon as practicable.
- Ensure that the Incident, Injury, Trauma, and Illness record is presented to the parent or authorised contact for signature;
- If the incident requires medical attention, notify the Regulatory Authority as soon as practicable, and within 24 hours following the incident which required first aid, or 24 hours of being notified by the parent or guardian that medical attention was sought.
- In the case of possible poisoning through ingestion, inhalation, skin, or eye contact, immediately call an ambulance on 000 and the Poison’s Information Line on 131126. Once emergency services have been alerted, the incident should be notified to the Approved Provider.

Parents or Guardians enrolled in Armidale Out of School Care must:

- Authorise Armidale Out of School Hours Care Educators to administer first aid or call an ambulance (if necessary).
- Be contactable, either directly or through an authorised contact in the event of an incident requiring the administration of first aid.