

First Aid

Policy Statement

The purpose of this policy is to establish guidelines for the provision of first aid at Kids Biz OSHC Services. This policy aims to promote the health and safety of employees, children, families and visitors by providing prompt and effective first aid treatment in the event of an injury or illness.

This policy applies to all employees, children, families, contractors, and visitors who are present at the Service. It covers all incidents and injuries that occur in the Service, including those that may occur during excursions and off-site activities.

Policy Considerations

- National Quality Standards/Elements: 2.1.2 (Health practices and procedures), 7.1.2 (Management systems)
- Occupational Health and Safety Act 2000
- Occupational Health and Safety Regulation 2001
- Occupational Health and Safety (First Aid) Regulation 1989
- Local Government Award
- Education and Care National Regulations

Procedure

- A minimum of one staff member currently qualified in first aid will be present when the service is in operation.
- When transporting children via bus, a first aid trained staff member should be present on each bus where possible. If some children are not going on the excursion, a first aid trained staff member should also remain at the service.
- First aid equipment and supplies will be stored in a designated location at the service. This location should be easily accessible to all employees. First aid kits may be stored in multiple locations, for example in Junior and Senior areas.
- A first aid kit will be taken on all excursions.
- The first aid kit should contain the equipment outlined in the First Aid Checklist and be replaced as needed following periodic checks.
- A first aid manual will be kept at the Service. This may be stored digitally.
- A cold pack will be kept in the freezer for treatment of bruises and strains and if there is no freezer there will be snap and freeze icepacks made available.
- First aid equipment will be regularly inspected and maintained to ensure sufficient resources are available, in date and in good condition.
- Staff and relief workers will be made aware of the first aid kit, where it is kept and their responsibilities in relation to it in the orientation process.
- First aid personnel will assess the injury or illness and provide appropriate treatment. If necessary, they will call for emergency medical services.
- Incidents and injuries must be documented and reported as outlined in the Injury and Trauma policy.

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Reviewed by:	Courtney Tanner	Approved by:	Natasha Finnigan

Kids Biz Holidays & Sports OSHC Policies & Procedures

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