

NSK and NCC OSHC First Aid Policy

Purpose:	The purpose of this policy is ensure the appropriate provision of first aid equipment, facilities, First Aiders and training at Next Steps Kindy and Northside Christian College Outside School Hours Care.	
Scope:	Next Steps Kindy and Northside Christian College Outside School Hours Care, Next Steps Kindy Ltd, Northside Christian College Ltd, all Officers, all Workers and Other Persons at the service, including children and parents	
Status:	Approved	Supersedes: NSK Incident, Injury, Trauma and Illness Policy and NCC OSHC Illness and Injury Policy
Authorised by:	NSK and NCC OSHC Board	Date of Authorisation: 13 Jun 2018
References:	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011: Regulations 87, 89, 136, 146, 147, 168(2)(iv), 170, 171, 172, 177, 181, 183, 184 • National Quality Standard: Quality Area 2.1.4 • Work Health and Safety Act 2011 (Qld) • Work Health and Safety Regulations 2011 (Qld) • First Aid in the Workplace Code of Practice • Australian Privacy Principles • Next Steps Kindy and Northside Christian College Outside School Hours Care First Aid Procedures • Next Steps Kindy and Northside Christian College Outside School Hours Care Incident, Injury and Trauma Policy • Next Steps Kindy and Northside Christian College Outside School Hours Care Illness Policy • Next Steps Kindy and Northside Christian College Outside School Hours Care Administration of Medications Policy • Next Steps Kindy and Northside Christian College Outside School Hours Care Managing Medical Conditions Policy • Next Steps Kindy and Northside Christian College Outside School Hours Care Infectious Disease Policy • Next Steps Kindy and Northside Christian College Outside School Hours Care Work Health and Safety Policy • Next Steps Kindy and Northside Christian College Outside School Hours Care Privacy Policy • Next Steps Kindy and Northside Christian College Outside School Hours Care Record Retention 	
Review Date:	Every 2 years	Next Review Date: 2020

Policy Owner:	Emma Thomas and Rachel Irwin
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Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to the provision of appropriate first aid to Workers and Other Persons as required under the *Work Health and Safety Act 2010* and associated *Regulations*, and the *Education and Care Services National Law Act 2011* and associated *Regulations*.

The provision of appropriate first aid will include the adequate provision of and access to:

- First aid equipment, including first aid kits;
- First aid facilities; and
- First Aiders, including appropriate training.

The determination of what is an adequate provision will be determined by Next Steps Kindy and Northside Christian College Outside School Hours Care in accordance with the relevant legislation, having regarded to:

- a) The nature of the work being carried out at the workplace; and
- b) The nature of the hazards at the workplace; and
- c) The size and location of the workplace; and
- d) The number and composition of the Workers and Other persons at the workplace.

First aid equipment

In accordance with the *First Aid in the Workplace Code of Practice*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that all Workers are able to access a first aid kit. Taking into account the risk due to the specific needs of the service, including one spare and/or one available to take on excursions.

Based on the risk assessment of the needs of the service basic kits will be provided. Kits will be purchased from a reputable provider and will comply with the *Code of Practice* content and design requirements. Next Steps Kindy and Northside Christian College Outside School Hours Care will also provide cold ice packs and a shower.

First aid kits will be kept in prominent, accessible locations where they are able to be retrieved promptly by Workers, whilst remaining inaccessible to children.

First aid facilities

In accordance with the *Code of Practice*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that adequate first aid facilities are available at the service. Taking into account the risk due to the specific needs of the service, this means that a quiet area which can be used for first aid including a telephone which will be provided.

First Aiders

In accordance with the *Code of Practice*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that adequate First Aiders are always available at the service. Taking

into account the risk due to the specific needs of the service, this means that a First Aider will be immediately available in an emergency at all times, as follows:

- A minimum of 1 Educator with a current approved first aid qualification; and
- A minimum of 1 Educator with current approved anaphylaxis management training; and
- A minimum of 1 Educator with current approved emergency asthma management training.

The same person may hold one or more of these qualifications.

Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that adequate training is undertaken with an approved provider and refreshed as required, and that rosters are appropriately scheduled to fulfil the commitment to the minimum number of First Aiders.

First Aiders at the service are responsible for restocking and maintaining first aid kits and equipment.

Definitions

Definitions relevant to this policy include:

First aid: is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers

First Aider: is a person who has successfully completed a nationally accredited training course or an equivalent level of training, as approved by the Australian Children's Education and Care Quality Authority, that has given them the competencies required to administer first aid or undertake anaphylaxis management or emergency asthma management.

First aid equipment: includes first aid kits and other equipment used to treat injuries and illnesses

First aid facilities: include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid

Responsibilities

Person Conducting a Business or Undertaking

In its legal role as a Person Conducting a Business or Undertaking, Next Steps Kindy and Northside Christian College Outside School Hours Care, Next Steps Kindy Ltd, Northside Christian College Ltd must undertake its role and responsibilities under the legislation in accordance with this Policy and the Next Steps Kindy and Northside Christian College Outside School Hours Care Work Health and Safety Policy. Specifically in relation to first aid, the service will:

- Under the *Work Health and Safety Regulations 2011*:
 1. Provide first aid equipment, and ensure that each Worker has access to the equipment; and
 2. Ensure that an adequate number of Workers are trained to administer first aid and that Workers have access to these First Aiders;
- Under the *Education and Care Services National Regulations*:
 1. Provide an appropriate number of first aid kits, which are suitably equipped and easily recognisable and accessible to adults;

2. Ensure that persons are immediately available who have a current approved first aid qualification, anaphylaxis management training and emergency asthma management training; and
3. Develop a policy and procedure in relation to the administration of first aid.

Officers

In their legal role as Officers, Next Steps Kindy and Northside Christian College Outside School Hours Care's Approved Provider, Nominated Supervisor, and Senior Executive Team, must undertake their role and responsibilities under the legislation and in relation to first aid in accordance with this Policy and the Next Steps Kindy and Northside Christian College Outside School Hours Care Work Health and Safety Policy, including:

- If Next Steps Kindy and Northside Christian College Outside School Hours Care has a duty or obligation under the legislation, an Officer will exercise due diligence to ensure that the service complies with that duty or obligation.

Workers

In their legal role as Workers, all employees of Next Steps Kindy and Northside Christian College Outside School Hours Care, including the Nominated Supervisor, contractors and subcontractors and their employees, employees of a labour hire company who has been assigned to work in the service, outworkers, apprentices, trainees, students gaining work experience and volunteers, must undertake their role and responsibilities under the legislation and in relation to first aid as follows:

1. Take reasonable care for his or her own health and safety; and
2. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. Comply, so far as the Worker is reasonably able, with any reasonable instruction that is given by Next Steps Kindy and Northside Christian College Outside School Hours Care to allow compliance with the legislation; and
4. Co-operate with any reasonable policy or procedure of Next Steps Kindy and Northside Christian College Outside School Hours Care relating to health or safety at the service, that has been notified to Workers.

Responsibilities of Others at the Service

In their legal role as Other Persons at the service, children, parents and visitors, must undertake their role and responsibilities under the legislation and in relation to first aid as follows:

1. Take reasonable care for his or her own health and safety; and
2. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of others; and
3. Comply, so far as the person is reasonably able, with any reasonable instruction that is given by Next Steps Kindy and Northside Christian College Outside School Hours Care.

First Aiders

First Aiders have a dual role as a Worker and a First Aider. In relation to their specific first aid role, First Aiders at Next Steps Kindy and Northside Christian College Outside School Hours Care must undertake their role and responsibilities under the legislation and in relation to first aid as follows:

1. Undertake a current approved training course in first aid and/or anaphylaxis management training and/or emergency asthma management training, and update the training as required;
2. Provide first aid treatment when required in accordance with the training received;
3. Monitor access to the first aid kit and ensure any items used are replaced as soon as practicable after use;
4. Undertake regular checks (after each use or, if the kit is not used, at least once every 12 months) to ensure the kit contains a complete set of the required items (an inventory list in the kit should be signed and dated after each check);
5. Ensure that items are in good working order, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with;
6. Keep a record of any first aid treatment given, noting that all first aid treatment records are subject to requirements under the Next Steps Kindy and Northside Christian College Outside School Hours Care Privacy and Record Retention Policies; and
7. Provide reports to Nominated Supervisor and Approved Provider as required, in accordance with Next Steps Kindy and Northside Christian College Outside School Hours Care Privacy Policy.

Implementation

Next Steps Kindy and Northside Christian College Outside School Hours Care will take the following steps to ensure the adequate provision of first aid at the service, including:

- Awareness: the service will provide appropriate information about first aid to Workers so that they know what to do and who to contact if they or a child are sick or injured. The information and instruction on first aid will include:
 - the location of first aid equipment and facilities;
 - the names and location of persons trained to administer first aid; and
 - the procedures to be followed when first aid is required;
- Training: the service will ensure that an appropriate number of First Aiders are trained and rostered on at all times. Qualifications will be in line with the requirements of the relevant legislation and will be refreshed as required; and
- Record keeping, monitoring, reporting –
 - The service will ensure that a record of any first aid treatment given will be kept by the First Aider in accordance with the Next Steps Kindy and Northside Christian College Outside School Hours Care Privacy and Record Retention Policies;
 - Regular reports regarding the provision of first aid will be made to Nominated Supervisor and Approved Provider to assist in monitoring and reviewing first aid arrangements, including hazard and incident management, at the service, in accordance with the Next Steps Kindy and Northside Christian College Outside School Hours Care Privacy Policy; and

- Records of any first aid qualifications will be kept on Workers' employment records.

Compliance and Monitoring

In line with the *Education and Care Service National Regulations 2011*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.

