

# INCIDENT, ILLNESS, TRAUMA AND THE ADMINISTRATION OF FIRST AID POLICY

## Policy Statement

The health and safety of the children, staff and families of Highgate School Outside School Hours Care (Highgate OSHC) is paramount. All children, educators, contractors, and visitors to Highgate OSHC have the right to a safe environment that is free from hazards that may cause harm. It is vital that sound incident prevention strategies are developed, monitored and practiced by staff. These strategies are designed to provide for a safe and healthy environment for staff, children and parents and thereby reduce the risk of any incidents occurring. Provision of first aid is an essential service in all community settings. The capacity to provide prompt basic first aid is particularly important as employees have a duty of care obligation to assist children who are injured or who become unwell.

## Highgate OSHC is committed to:

- a duty of care to respond to incidents and emergencies that occur, which may include the administration of first aid
- ensuring that first aid is administered by first aid trained educators
- ensuring that a first aid trained educator is on duty whenever Highgate OSHC is in operation
- ensuring that Highgate OSHC employs enough staff who are trained as described in the definition of first aid trained educator in this policy, in compliance with the National Law
- ensure that first aid kits are always stocked, and all items are in date.

## Definitions

*First Aid Trained Educator* – For the purposes of this policy, the term “first aid trained educator” refers to those educators who have received relevant professionally administered training in the treatments or techniques required to administer medication, and hold first aid training, anaphylaxis management training, and emergency asthma management training qualifications approved by ACECQA, as prescribed in the Education and Care Services National Law Act 2010 in accordance with regulation 137 (1) (e).

*Incident* – For the purposes of this policy, the term “incident” refers to an unforeseen or unplanned event requiring intervention to safeguard the health and wellbeing of the person or persons involved. Incidents may be minor or serious in nature.

*Incident Report* – For the purposes of this policy, the term “Incident Report” refers to the report filled out by a first aid trained educator following an incident that includes all information as required in the Education and Care Services regulation 87.

*Minor incident* – For the purposes of this policy, the term “minor incident” refers to any incident involving minor injury or illness requiring the administration of first aid by a first aid trained educator.

*Serious incident* – For the purposes of this policy, the term “serious incident” refers to the death of a child, or any incident involving serious injury, trauma or illness requiring urgent medical attention from a registered medical practitioner or attendance at a hospital.

*Trauma* – For the purposes of this policy, the term “trauma” refers to a physical injury.

## **Procedures for Administration of First Aid**

- At least one first aid trained educator will be on duty at Highgate OSHC at all times children are on the premises.
- The Director, Assistant Director and any Responsible Persons must have an up to date first aid qualification, anaphylaxis management training and emergency asthma management training.
- At least one fully equipped and properly maintained first aid box will be kept at Highgate OSHC in an area that is out of reach of children, but easily accessed by educators.
- Smaller first aid kits with essential items will be utilised when moving around the service out of the immediate vicinity of the first aid box.
- Each first aid box and kit will be checked regularly using Highgate OSHC First Aid Box and Kits Checklist to ensure it is fully stocked, and that everything is within the expiry date.
- First aid will only be administered by first aid trained educators in the event of minor incidents or to stabilise the victim until professional medical assistance arrives.
- As the Approved Provider, the Highgate School Governing Council will ensure that adequate funds are allocated in each annual budget to ensure that staff's first aid qualifications, emergency asthma and anaphylaxis management training are updated as required.

## **Procedures for Dealing with Minor Incidents & Injuries:**

- An Incident Report will be filled out in the event that a child suffers an injury or an illness that requires first aid.
- Any incident requiring an Incident Report will be reported to the Responsible Person on Duty so that the parent/guardian can be informed upon collection.
- Incident Reports are completed on the Xplor software and will be viewed and signed by the parent/guardian upon collection.
- Any injuries to a child's head, face, neck or back will result in parent/guardians being contacted immediately.

## **Procedures for Dealing with Serious Trauma, Incidents & Injuries:**

When a serious incident that requires more than simple first aid treatment occurs at Highgate OSHC, the following will occur:

- A first aid trained educator will assess the injury and report to the Director or Responsible Person on Duty that an ambulance should be called.
- The Director or Responsible Person on Duty will contact emergency services and liaise with the emergency operator.
- The Director or Responsible Person on Duty will provide the child's health information for the ambulance officer.
- The Director or Responsible Person on Duty will decide who will accompany the child in the ambulance. This should be a qualified educator known to the child.
- The first aid trained educator who witnessed the incident will complete an Incident Report including all details of notifications made.
- The Director or Responsible Person on Duty will contact the child's parents, guardian, or emergency contact person to advise them of the incident and what location they may meet their child from the ambulance.

- Staffing will be rearranged to ensure all minimum ratios are met once the educator leaves with the child. In the case that an emergency relief educator is required to meet minimum ratios, all children will be kept together until they arrive at the service.
- Ensure educators will comfort children and be aware that some children may have shock reactions to the incident. Educators will ensure each child's health and wellbeing and will apply appropriate first aid in response to children's shock reactions if required.
- Hold a debriefing session with all educators and provide information about counselling for those educators who require it.
- The Director or Responsible Person on Duty will make contact with the Highgate School Principal or the OSHC Advisory Committee to inform them of the incident and the steps taken so far.

### **Procedures for Dealing with a Death**

If the tragedy of a death of a child should occur whilst the child is at Highgate OSHC, the Director will:

- Contact the police and other emergency services, who should advise the child's parents or guardian in person and assist them with transport to Highgate OSHC or hospital.
- Contact the families of the other children to advise them of an emergency, and request they arrive to collect their children as soon as they are able. On arrival families will be advised about the circumstances of the child and will be given information about counselling for their child if needed.
- Contact the Highgate School Principal or OSHC Advisory Committee to advise of the situation.
- Ensure educators will comfort children and be aware that some children may have shock reactions to the incident. Educators will ensure each child's health and wellbeing and will apply appropriate first aid in response to children's shock reactions if required.
- Hold a debriefing session with all educators and provide information about counselling for those educators who require it.

### **Notification of Incidents**

The Approved Provider or Nominated Supervisor will notify the regulatory authority within 24 hours of any serious incident at Highgate OSHC. This includes any serious injury or trauma to, or illness of a child which a reasonable person would consider required urgent medical attention from a medical practitioner or for which the child attended, or ought reasonably to have attended, a hospital.

The regulatory authority will be notified using form SI01 Notification of Serious Incident via the National Quality Agenda IT System (NQAITS).

If Highgate OSHC only becomes aware that the incident was serious afterwards, the regulatory authority will be notified within 24 hours of becoming aware that the incident was serious.

Serious injuries, traumas and illnesses include:

- head injuries
- broken limbs
- burns
- removal of fingers
- anaphylactic reaction requiring urgent medical attention
- epileptic seizures
- asthma requiring urgent medical attention
- sexual assault

A serious incident also includes

- The death of a child at the service or following an incident at the service
- An incident at the service where the emergency services attended or ought reasonably to have attended
- A child is missing
- A child has been taken from the service without the authorisations required under the regulations
- A child is mistakenly locked in or out of the service.

The Approved Provider or Nominated Supervisor will also notify the regulatory authority in writing:

- within 24 hours of any complaints alleging that the safety, health or wellbeing of a child is being compromised at the service or
- within 7 days of any circumstances arising at the service that pose a risk to the health, safety and wellbeing of a child.

Approved by Highgate School Governing Council 26<sup>th</sup> October 2021

DATE OF EFFECT: 17<sup>th</sup> November 2021

REVIEWED: 2<sup>nd</sup> November 2022

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#### Related Documents

<http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-regulations>

Education & Care Services National Regulations (2011) – Regulations 4, 12, 85, 86, 87, 88, 89, 90, 92, 93, 94, 95, 169(2)(d), 177, 181 & 183

National Quality Standard for Early Childhood Education and Care & School Age Care (2010) – Standards 2.1.1, 2.1.4, 2.3.2, 2.3.3 & 7.4.5

<https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc>

St John Ambulance, First Aid Fact Sheets, [www.stjohn.org.au](http://www.stjohn.org.au)

KidSafe [www.kidsafe.com.au](http://www.kidsafe.com.au)