

OSHC Administration of First Aid Policy



PURPOSE

To ensure the school community understands our school's approach to first aid for students when at the Out of School Hours Care program.

SCOPE

This policy's scope is limited to the administration of first aid. Some other relevant policies that may be useful in the administration of this policy include:

- OSHC Dealing with Infection Disease Policy
- OSHC Incident, Injury, Illness and Trauma Policy
- OSHC Dealing with Medical Conditions Policy

POLICY

From time to time Waubra primary School OSHC staff might need to administer first aid to students whilst in the program.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The principal will ensure that Waubra Primary School has sufficient OSHC staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

All of Waubra Primary School's OSHC staff are first aid qualified.

First aid kits

Waubra Primary School OSHC will maintain:

- One first aid kit kept with the administration folder, within the OSHC learning space.
- Two other first aid kits, located in the staff room and the first aid room.

The Business Manager of Waubra Primary School will be responsible for maintaining all first aid kits.

Care for ill students

Students who are unwell should not attend OSHC.

If a student becomes unwell during the school day they may be directed to the sick bay or the staff room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

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First aid management

If there is a situation or incident which occurs during the OSHC program which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Waubra Primary School OSHC will notify parents/carers by phone call.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Waubra Primary School will:
 - o Record this using the Incident, Illness, Injury, Trauma template (included in the administration folder in the OSHC building).
 - o Notify the Person in Charge.

REVIEW CYCLE

This policy was reviewed in April 2026 and is due for review again in April 2027.