



Out of Hours School Care Administration of First Aid Policy

Policy Statement

All children have the right to feel safe and well and know that they will be attended to with due care when in need of first aid.

Procedures and Practices

- All staff with first aid training have the responsibility of administering first aid to children when in need in a competent and timely manner.
- First aid officers are to communicate major injuries to parents/guardians.
- The service has the obligation to ensure a qualified Level 2 first aider attends all times.
- The service keeps a first aid kit with sufficient supplies to administer basic first aid. The first aid kit is located on the top of the microwave oven in the kitchen.
- The defibrillator is in the kitchen above the hand washing sink.
- Blood spills are to be cleaned up wearing gloves. The surface is to be wiped with paper towel and disinfectant and all materials placed in a zip lock bag to dispose of.
- If a serious injury occurs the Department of Education and Training and the school principal will be contacted and informed of the incident.
- Minor injuries will be treated by staff and where appropriate parents will be notified at collection time or phoned to advise of treatment.
- In the case of an emergency an ambulance will be called. Staff will endeavor to contact parents to advise them of the situation.
- Out of school hours care will comply with the Apollo Parkways PS COVID safe plan.

Sources

Guide to the Education and Care Services National Law and the Education and Care Services Regulations 2011. Sourced February 2021.

Date Reviewed:

2nd June 2015
May 2018
March 2021

Next Review Date:

March 2024