



Out of Hours School Care Incidents, Injury, Trauma and Illness Policy

Policy Statement

All children have the right to feel safe and know that they will be attended to in times of need at the Out of School Hours (OSHC) program. Parents/guardians have the right to be notified as soon as practicable if a child needs medical treatment.

Procedures and Practices

- If a child is injured or becomes ill at the OSHC program a first aid officer or qualified educator will treat the child.
- If it is a serious injury or illness an educator will endeavor to contact the parent/guardian and then the emergency contacts if permission is sought to treat the child further.
- An ambulance will be called if needed.
- An incident form will be filled out and the Principal notified. This form is to be kept on the child's file.
- If an incident or a trauma occurs the parent/guardian and the Principal will be notified.
- If a serious injury/illness/incident or trauma happens the Department of Education and Training will be notified in consultation with the Principal.

Sources

Guide to the Education and Care OHSC programs National Law and the Education and Care OHSC programs Regulations 2011.

Date Reviewed:

August 2018
April 2021

Next Review Date:

April 2024