



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197
Phone 9772 4011 Fax 9776 0421
Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197
Principal: Carole Mayes
Website: <http://www.patterson-lakes-ps.vic.edu.au>

Outside School Hours Care – First Aid Policy

RATIONALE

Children at Patterson Lakes' Outside School Hours Care programs who require first aid will have it administered in a timely and correct manner.

AIM

To ensure that in the event of a child in OSHC having an accident or emergency, swift and appropriate care will be provided to minimise health risks.

IMPLEMENTATION

These procedures apply to program staff.

- A first aid kit must be maintained by the supervisor in effective order on the premises in a position that is inaccessible to children, but readily accessible to staff.
- The first aid kit should be easily recognisable by displaying a white cross on a green background and should not be locked.
- First aid kits should contain the relevant type and quantity of supplies to suit the requirements of the program and should contain the following:
 - An up to date first aid book
 - A list of emergency numbers
 - A range of bandages (crepe, gauze and large triangular)
 - Cotton wool
 - Sunscreen
 - Sterile eye solution
 - Disposable plastic gloves
 - Medicine measure
 - Disposable cups
 - Scissors
 - Splinter tweezers
 - Teaspoon
 - Disposable hand towels
 - Torch
 - Gel packs kept in the refrigerator
 - Adhesive sanitary pads
 - Blanket
 - Germicidal soap
 - Safety pins
 - Small plastic bags
 - Chux or similar
- One staff member present shall be currently qualified in first aid Work Place Level 2.
- The Accident Form will be completed including first aid that is administered.

REFERENCES

Outside School Hours National Standards, 2.5

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November 2018.

Signed.....


School Council President

Signed.....


Principal