



# PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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## OSHC – First Aid Policy

### RATIONALE

Children at Patterson Lakes' Outside School Hours Care programs who require first aid will have first aid 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

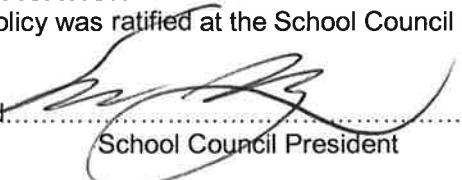
### EVALUATION

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, October 18, 2016.

Signed

  
School Council President

Signed

  
Principal