Purpose:

Gembrook Primary School OSHC will provide a safe and caring environment. Children will be provided with a safe environment, appropriate care in the event of an accident, or illness. Parents to feel confident that their child's safety is being assured. Staff will be provided with a safe environment and appropriate training.

Rationale:

The aim of this policy is to:

- Educate families regarding the health and safety needs of children in the middle years of childhood.
- Ensure that staff members respond appropriately to the health and safety of children, initiating appropriate treatment.

Protocol/Procedure:

At least one staff member with a current first aid and CPR qualification will be on duty at the service at all times children are on the premises.

- A fully equipped and properly maintained first aid kit will be kept in a lockable cupboard which is out of reach of children but easily accessed by staff.

- Cold pack will be kept in the freezer for treatment of bruises and sprains.

- First aid will only be administered by qualified first aiders in the event of minor accidents or to stabilise the victim until expert assistance arrives.

- Management will ensure that adequate funds are allocated in each annual budget to ensure that staff's first aid certificates are updated as required.

- An equipped first aid container will be in each of the areas where OSHC program operates.

- Provide information regarding community health issues via displays and pamphlets.

In accordance to the National Regulations, if a child is injured or becomes ill, parents will be notified and the child will be kept under supervision with the illness/injury managed appropriately by the staff until recovery, or the parent taking charge.

If the child requires immediate medical attention, all reasonable effort will be made to contact parent/guardian. All reasonable effort will be made to secure appropriate First Aid care. Where an ambulance is called, a staff member will accompany the child unless the parent is present. The costs of the ambulance ride will be the responsibility of the parents.
A full report of all injuries will be recorded on an ‘Incident, Injury, Illness and Trauma Report Form’ for the parent to co-sign. Information about any serious injury will then be forwarded to the DET and provided to the school matron to be included in the child’s file.

Parents should inform staff of any medical concerns which may affect the child while they are in the program. This information will be readily available to staff only.

If a child has an ongoing medical condition, written instructions on how to deal with the condition should be completed by parent. The staff will familiarise themselves with the information and act accordingly.

No medication, except anaphylaxis or asthma emergency, will be administered in Outside School Hours Care program without written permission of the parent/guardian.

**Infectious Diseases**

The Outside School Hours Care Program follows the school’s policy on infectious diseases and headlice. Children will be unable to attend the program if they are deemed to be suffering from infectious diseases listed on the Department of Human Services Exclusion Table. Parents will be requested to collect a child who is shown to have head lice.

The OSHC program also follows the Immunisation Policy of Gembrook Primary School. It is the Department of Human Services’ requirement that the immunisation status should be recorded for every child entering primary school. It is the parent’s responsibility to inform the program co-ordinator if their child hasn’t been immunised against any particular vaccine preventable disease. Those children may be excluded from the program if an outbreak occurs for their own safety.

**References/Legislation**

*National Standards for Outside School Hours Care (1995)*2.4; 2.5; 2.6; 2.10


*Staying Healthy in Childcare (2005)*

*Outside School Hours Care Injury Prevention Training Manual (2006)*

*National Regulations, 2011: reg. 85, 86, 87, 88, 89, 90, 93, 92, 94, 95, 176(1, 2); 162, 168 (1, 2b,c,d)*

**Policy History:**

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