



School No: 2068 Established 1878

4.6 Illness and Injury



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC proactively strives to avoid injuries occurring at Cranbourne Primary School OSHC, and to minimise the impact of injuries and illnesses by responding appropriately and as quickly as possible, to all injuries and illnesses. The rights and responsibilities of parents with respect to injuries to and illnesses of their children is acknowledged and will be taken in to account in administering all procedures.

Procedures Parental Permission

- Written permission from the child's parent/guardian will be sought through the enrolment process for the Co-ordinator (or, in absence of the Co-ordinator, a staff member qualified in first aid) to obtain medical attention.
- Individual illness management plans will be developed by a medical practitioner and provided to the Cranbourne Primary School OSHC.
- Written consent will also be obtained from the parent/guardian for the use of all health and other personal information which Cranbourne Primary School OSHC has relating to the child for the purpose of enabling staff of Cranbourne Primary School OSHC to:
 - administer care and assistance to the child, including by obtaining emergency or other medical assistance or care for the child; and
 - report any injury or illness as required by law.

First Aid

- At least one staff member with a current first-aid qualification and annually updated CPR qualification, as required by the Child Care Regulations, will be on duty at all times while children are in attendance at this Service.
- The Co-ordinator or delegate will ensure that the following are kept at Cranbourne Primary School OSHC at all times, and are accessible to the staff but not to children:
 - a fully maintained and equipped first aid kit, adequate for the number of children attending Cranbourne Primary School OSHC,
 - cold packs and ice ready for use in the administering of first aid
- a store of disposable gloves.
- current emergency contact telephone numbers.

Immediate procedure upon injury or illness

If a child becomes ill or injured while attending Cranbourne Primary School OSHC:

- staff will comfort and calm the child
- a staff member qualified in first aid (qualified staff member) will administer appropriate first aid and assess the child's condition in conjunction with the Co-ordinator
- if deemed necessary the injury or illness will be reported to the parent/guardian via phone, notifying of the circumstances including the treatment administered and whether the child has returned to normal activities as deemed appropriate by Coordinator or qualified staff member
- if necessary, the Co-ordinator, or qualified staff member will ensure that the child is separated from the other children and made as comfortable as possible in quiet, well ventilated area
- if necessary, the Co-ordinator, or qualified staff member will contact the parents/guardians to collect their child as soon as possible
- the child will be kept under supervision and their condition monitored until the parent's arrival
- where a child requires medication, consent will first be obtained from the parent/guardian. If this is not possible, consent will be obtained from the child's doctor.
- If the child's condition is assessed as serious or deteriorates and emergency medical attention is necessary:
 - the Co-ordinator, or qualified staff member will direct a staff member to call an ambulance
 - all attempts will be made to notify the parents, and
 - if parents are unable to accompany the child to the hospital, the Co-ordinator, or qualified staff member who administered the first aid, will accompany the child. If this results in the potential of leaving one staff member remaining, that staff member remaining will immediately make arrangements for a second qualified staff member to replace the staff member accompanying the child, to ensure OSHC staff ratios are still met.
- All costs incurred in obtaining medical attention for a child will be met by the parents/guardians.

Recording, Reporting and Reviewing Injuries and Illness

- The Co-ordinator or delegate shall maintain an injury/illness record, and to ensure that, as soon as reasonably possible after a child suffers an injury or illness at Cranbourne Primary School OSHC, a staff member who administered care or first aid completes an incident report, recording all of the information required.
- The information which must be recorded on the incident report after a child suffers an injury or illness at Cranbourne Primary School OSHC is:
 - the child's name;
 - date and time of accident
 - details of accident
 - parent / guardian contacted
 - treatment and outcome of accident
 - whether first aid kit was used and if so what treatment
 - staff signature and witness signature and
 - parent's signature confirming knowledge of accident
- Every attempt to ensure the parent of a child who is injured or ill at Cranbourne Primary School OSHC is informed of the situation, and the treatment given, on collection of the child or as soon as practical following the injury/illness.

- The Co-ordinator will review all incidents to determine if any corrective action needs to be taken to eliminate or reduce any future incident of its type.
- Minor injury/illness will be recorded on the Minor Incidents Report Sheet. These include such incidents as cleaning and bandaids applied to small cuts, ice packs applied to minor bumps from playground equipment or sport activities and minor aches including headaches.
- The Co-ordinator is responsible to communicate to the Business Manager or Principal, who will report to the relevant State Government Department if a child dies or suffers an injury at Cranbourne Primary School OSHC for which treatment from a medical practitioner was obtained, or ought reasonably to have been sought.

Relevant Laws and Regulations

National Law: Section 174

National Regulations: 12, 85-87, 168, 177-178, 183 National Quality Framework Quality Area 2

Relevant Policies

Enrolment

General Health and Wellbeing Hygiene

Infectious Control

Staff Training

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025