



Administration of First Aid Policy

1. INTRODUCTION

The Administration of First Aid Policy has been developed to meet the requirements of the Education and Care Services National Regulations (2011). It also fulfills Life Skills and Adventure's goals, mission and vision in providing a safe environment for our camping program. This policy outlines the key requirements of safe and effective administration of first aid in case of incident, injury, illness or trauma and assists our legal and moral obligation to ensure the ongoing safety and protection of children in our care.

2. POLICY

By enacting Life Skills & Adventures procedures in First Aid, Hazard Management and Incident Reporting and Investigation, the Delegated Camp Leader and/or Person with Management and Control of the camp activity must ensure as a minimum;

- Staff and camp leaders are diligent in accident prevention through consistent, effective supervision and through the mindful setting of the play spaces and equipment
- The camp program and practice is closely monitored for safety risks in the environment and all hazards are minimised to protect children from harm and hazards
- If a child is injured, appropriate first aid measures are enacted immediately. Other camp leaders will ensure all children are safe, supervised and that the child staff ratios are maintained.
- If deemed a serious injury, the parent or guardian is contacted as soon as reasonably practical to inform them of the incident and/or injury.
- Groups are configured to minimise the risk of overcrowding, injury and illness
- Staff follow procedures of the head, neck and shoulders policy in terms of applying first aid and implementing communication procedures/reporting procedures.
- Life Skills & Adventures reserves the right to request a parent, guardian or other authorised person to collect the child as soon as possible if it is likely the child requires further medical advice or attention beyond the first aid capabilities of the service.
- Where a serious incident, injury, illness or trauma has occurred and further medical help is sought by the service or the family, the designated camp leader will ensure the timely notification of all external authorities, camp director and timely LSA internal reporting requirements

Camp Leader Requirements

All Camp Leaders must;

- Hold the approved first aid qualifications under the Education and Care Service's National Regulations including;
 - anaphylaxis management training
 - emergency asthma management training (effective 1st January 2013)
 - Level 2 first aid qualifications including CPR
- Ensure all their qualifications remain current and copies of certification provided to

- the company director prior to the expiry of their current qualifications
- Record all treatment on relevant forms in line with all applicable LSA Policies and Procedures and be inducted in the effective completion of these forms and documents,
- Obtain parents/guardian or other authorised nominee signatures for all completed and relevant medical forms for any child attending the service under the age of 18 years
- Administer first aid within the scope of their training as required in the service

First Aid Kits

In compliance with the Education and Care Services National Regulations and Life Skills & Adventures Policy, all First Aid Kits must be;

- Appropriate in number and have regard for the number of children at the camp
- Suitably equipped
- Easily recognisable and readily accessible
- Taken on all excursions and routine outings

3. DEFINITIONS

First Aid - First aid is the provision of initial health care and basic life support to someone who suffers an injury or illness. First aid should be given until more advanced care arrives or the injured person recovers.

4. SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

5. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy
CEO	Approve the Policy Provide official sign off on the Policy

6. MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.