

Mawson Lakes School OSHC



POLICY STATEMENT ON WELLBEING

(previously SAFETY)

The Mawson Lakes School OSHC Service aims to provide a safe environment in which children can play and explore their world free from harm. In the event of an accident, appropriate first aid or cardiopulmonary resuscitation (CPR) will be applied by trained staff and an ambulance will be called. If an emergency or natural disaster occurs at the service the children and educators will be well practiced in the procedures required to aid in the safety and wellbeing of everyone present.

HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)

Emergency procedures

- Emergency evacuation procedures will be clearly displayed near the main entrance and exit of each room used by the OSHC service, and are to be followed in the event of fire, natural disaster or other emergency.
- The evacuation plan will include:
 - a safe assembly area, with its own escape route, away from access areas for emergency services and the building (Site West 'Pencils')
 - a second assembly area in the event that the first assembly area becomes unsafe. (OSHC Carpark).
 - unobstructed routes for leaving the building, and which are suitable to the ages and abilities of the children (special consideration must be given to the evacuation of children with disabilities)
 - an emergency pack stored away from the building, including items such as blankets, first-aid kit and so on
 - a person nominated to collect the attendance roll and parents' emergency contact numbers, and at the assembly area check the roll to ensure that all children and staff are present (Assistant Director)
 - a list of current emergency services contact numbers (on phones and iPads – Spike program) and a person nominated to phone the relevant emergency service (Director)
 - a person nominated to check that the building is empty and that all doors and windows are closed to contain the spread of fire (Educational Leader).
 - Persons nominated to supervise the children at the assembly area. (All educators)
- When the emergency services arrive, the Director/Assistant Director will inform the officer in charge of the nature and location of the emergency, and of any missing children or staff.

- No-one will re-enter the building until advised it is safe to do so by the officer in charge of the emergency service.
- Fire extinguishers will be installed and maintained in accordance with Australian Standard 2444. Educators will be instructed in their operation. Staff will attempt to extinguish fires only when all of the following has happened:
 - the children have been evacuated from the room
 - the fire is small
 - there is no danger to the person operating the extinguisher and they are well trained and confident in its use.
- Safety and evacuation drills involving staff and children will be practised in before school care and after school care at least once a term, and at least once during each vacation care program, when most children are present.

Accidents

- Parents are required to provide written authority (included in the Enrolment Form) for educators of the service to seek medical attention for their child, if required.
- When a minor accident occurs at the service, educators qualified in first aid will:
 - assess the injury
 - attend to the injured child and apply first aid
 - check that no-one has come into contact with the injured child's blood or body substances or require anyone who has come into contact to wash any contaminated areas in warm water and antibacterial soap.
 - clean up the spill using disposable gloves, and if there is bleeding to put used tissues in plastic ziplock bag for disposal. (See Blood Procedure on First Aid box)
 - contact the parent (depending on the nature of the injury). If the parent is not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child
 - write full details about the incident and the treatment given in the Accident/Illness Record and/or meet the operator's requirements of reporting.
- When a serious accident which requires more than first-aid treatment occurs at the service, the Director/Assistant Director, or another staff person qualified in first aid and CPR, will:
 - attend the injured child and apply first aid
 - assess the injury and decide whether an ambulance should be called.
- (For services operated by department school councils: if a child is injured at OSHC or on an OSHC activity and the Director/Assistant Director considers that the child's condition is sufficiently serious to warrant attendance by an ambulance, an ambulance must be called. The ambulance service will render an account in the name of the parent of the child concerned.

- If an ambulance is called:
 - a staff member will comfort and calm the child at all times
 - a staff member will accompany the child.
 - the child's medical record will be taken with the child (if accessible)
 - the Director/Assistant Director, or another staff member will:
 - contact the child's parents or emergency contact person to advise them of the incident and where their child has been taken. Every effort will be made not to panic the parent.
 - ensure that any contact with the injured child's blood or body fluids has been appropriately dealt with.
 - write a full report of the accident detailing the incident and the action taken. Details will be recorded on an Accident/Illness report form and a copy given to the parent. Details will also be entered onto the service's/operator's Accident/Illness Record. In services operated by department school councils or on department sites, an Accident/Illness form (ED155) will be completed and a copy kept by the service and the school principal. If the accident is likely to result in complications or where the principal considers that legal action may be taken against the department, the form should be forwarded to the District Office.
 - Consult the DfE- OSHC Notification Requirement template for further reporting needs.
- It is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the parents.
- Accidents which result in death or serious injury to employees (including an injury likely to cause absence from employment for 10 or more working days) must be reported to the appropriate authorities. In the case of services operated by school councils they should be reported to the department.

First Aid

- At least one educator with a current first-aid qualification, preferably including a CPR qualification, will be on duty at the service at all times when children are there.
- A fully equipped and updated first-aid kit will be kept at the service out of reach of children but easily accessed by staff.
- The first-aid kit will be stocked at all times. The Medication Officer will replenish it as soon as practicable after use, and regularly check to make sure the kit is complete and that the stock has not deteriorated.
- A cold pack will be kept in the freezer, for the treatment of bruises and sprains.
- First aid will be administered by a staff person qualified in first aid.
- First aid will be administered only in the event of minor accidents or to stabilise an injured person until expert assistance arrives.

- The OSHC committee will ensure that adequate funds are allocated to ensure that staff members' first-aid certificates are updated as required.
- The telephone number of the Poisons Hotline will be displayed next to the telephone.

Harassment

Any person(s) known or unknown to the service who harass or make threats to children at the service or on an excursion will be calmly asked to leave the service or the vicinity of the children. Refusal to leave will necessitate the Director/Assistant Director calling the police to remove the person(s). Where possible, educators will calmly move the children away from the person(s).

Transport

- Parents will be required to give written consent if a child is to be transported from one place to another.
- Private vehicles are not to be used to transport children unless there is an emergency whereby this mode of transport is a necessity. Parental permission must be given.
- Before the journey begins a person in charge should ensure that (if buses are equipped with seat belts):
 - no child has a seat not fitted with a seat belt
 - every child has their seat belt on and secured
 - the vehicle is not overloaded, as this could impede the driver and jeopardise insurance entitlements should there be an accident.
- All vehicles and persons involved in transporting children to and from the service will carry the service's name, address and contact number at all times.
- At least one service staff accompanying children being transported will be qualified in first aid.
- In case of an accident, the educators will, if possible:
 - ensure children are always safe and secure
 - comfort and calm children
 - phone emergency services and police, if necessary
 - follow the service's procedures for accidents.

Storage of potentially dangerous products

- All staff will be made aware which products may pose a danger to children in the service.
- All potentially dangerous products will be kept in a locked cupboard with a *Hazardous Materials* sign clearly displayed.
- All potentially dangerous products will be clearly labelled and stored out of reach of all children. Material Safety Data Sheets (MSDSs) obtained from the manufacturer will be available for all chemicals or potentially hazardous materials.

- Storage areas will be clearly labelled to assist relief staff.

Maintenance of buildings and equipment

- All work areas (including outdoor play areas) and equipment must be checked regularly by the staff to ensure they are clean and safe.
- Regular written safety checks must be routinely done by all educators, reporting any concerns to the nominated OSHC WH&S officer.
- All electrical items will be checked regularly by a qualified electrician and tagged that they comply with current safety standards.
- The use of small electrical appliances and cords will be restricted to times and areas strictly supervised by staff and kept out of areas where children have unrestricted activities.
- Staff members who become aware of faulty or broken equipment will remove this equipment from use and advise the Director/Assistant Director of the need for its replacement or repair.

Before school care

- On arrival, all children must be signed in by a parent. During COVID, OSHC educators will sign children in so there is less contamination of screens.
- At 8.40am, children will be signed out by the educator and Site West children walk to their classrooms. Site East children are walked across the bridge to their classrooms and assisted with their organisation.

After school care

- All children will be signed in by an educator.
- All children will be collected and signed out by a parent or approved person. During COVID, OSHC educators will sign children in so there is less contamination of screens.
- Children may not go home unaccompanied unless a written consent form is signed and organised by a parent. A verbal phone consent by the parent may also be used.
- If a child booked in for the program has not arrived 15 minutes after school has finished, an educator will investigate the reasons for the child's non-attendance by:
 - contacting the school front office
 - contacting the child's parents or emergency contacts.
- When the child has been located, OSHC educators will tell the Director/Assistant Director. The front office will be informed if previously called.
- If the child cannot be found, the nominated person will ensure that the child's parents and school leadership are informed. Police will be contacted if needed.