



Administration of First Aid Procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation 89 Regulation 94 Regulation 136	Leading and operating department preschool guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
First Aid Procedures		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> · the preschool is compliant with legislative standards related to this procedure at all times · all staff involved in the preschool are familiar with and implement this procedure · all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> · analysing complaints, incidents or issues and what the implications are for the updates to this procedure · reflecting on how this procedure is informed by relevant recognised authorities · planning and discussing ways to engage with families and communities, including how changes are communicated · developing strategies to induct all staff when procedures are updated to ensure practice is embedded. 	

<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> · all staff in the preschool and daily practices comply with this procedure · storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers · being actively involved in the review of this procedure, as required, or at least annually · ensuring the details of this procedure's review are documented.
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Procedure

<p>First aid qualifications</p>	<ul style="list-style-type: none"> · All department staff (ongoing, temporary and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> ○ Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training ○ anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool) ○ e-Emergency care ○ CPR face to face training (HLTAID001) · There is at least one staff member available on the school site, readily available at all times who holds current ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID012). Staff who hold current qualifications are Maureen Nalder (School First Aid Officer), Shiralee Robinson (preschool nominated first aider), Sue Webb, Miriam McKeown, Carolyn Jones, and Leanne McMaster. If the School First Aid Officer is required, they are called by phone. · The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool. They are noted as <i>nominated first aider /s</i> alongside the days they are on duty in the preschool. This information is found in the staff sign in book, on the 'First Aid' poster in the preschool and on the staff qualifications. · Educators' current first aid certificate/s are stored in hard copy in the staff files. These are located in the school front office and also displayed on the preschool office door. These folders are maintained by the Preschool Assistant Principal. · Each educator takes responsibility for ensuring their first aid qualification/s remain current by monitoring the expiry date /s and alerting the preschool supervisor or principal prior to requiring retraining.
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First aid kit

- First aid kits are stored on the preschool site. The main first aid kit is stored under the kitchen sink. The location is clearly marked with signage and arrows. There is also a small first aid kit located by the back door, for quick access outdoors.
- The kits are inaccessible to children, but easily recognisable and accessible to adults.
- A written record of the contents of the kit /s is maintained by the Preschool SLSO during Week 5 each term, including the contents' expiry dates. During Week 5 inventory is taken and a list is sent to the office of items which need restocking. These items are then delivered to the preschool and the first aid kit is restocked. The list of items is also signed and scanned before storing it in the file cabinet and saving the scanned copy to Google Drive/CPS Preschool/QA2 Children's Health and Safety/first aid/checklists.
- For use in an emergency situation, the first aid kit contains a general - use EpiPen Junior and asthma reliever medication (Ventolin) and instructions for their use - the [ASCIA First Aid Plan for Anaphylaxis \(ORANGE\) 2023 EpiPen](#) and the [Asthma Care Plan for Education and Care Services](#). When at preschool the EpiPen and plan are stored above the oven hood, for quick access. There is signage to notify all staff of its location.
- The location of this emergency medication are clearly noted on the outside of the kit for the information of all staff, visitors and volunteers.
- When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the following is taken:
 - a first aid kit
 - the general – use emergency medication and instructions for use
 - individual children's emergency medication and medical management plans. This kit is carried by the Preschool SLSO.

<p>Administration of first aid</p>	<ul style="list-style-type: none"> · In any medical emergency an ambulance will be called immediately. This call may be made by the preschool staff or the front office, however, the front office must be informed immediately after a call is made to the ambulance. · In an anaphylaxis or asthma emergency situation, preschool educators will administer emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent / carer authorisation is not required for this. · If emergency medication is administered: <ul style="list-style-type: none"> ○ an ambulance will be called ○ the principal and child's parent or carer will be notified ○ a notification will be made to Early Learning (phone 1300 083 698) within 24 hours. ○ a notification will be made to Incident Report Support Hotline (phone 1800 811 523) within 24 hours. · If a child requires it, they will be administered first aid. This will be done by the Preschool nominated first aider or any staff member with first aid training. · After first aid has been administered, the details will be recorded in an <i>Incident, injury, trauma and illness record</i>, by the staff member who administered the first aid. The record is stored in the Incident, Injury, Trauma and Illness Book located in the kitchen. · On collecting their child from preschool, the parent or carer will be notified of the circumstances surrounding the administration of first aid to their child and they will be asked to sign the completed <i>Incident, injury, trauma and illness record</i> as confirmation of this. · If the child then sees a medical practitioner in relation to their injury, a notification will be made to Early Learning (phone 1300 083 698) within 24 hours of the preschool staff becoming aware the child was taken for medical attention. · If a child suffers a head or bite injury, their parent will be contacted as soon as practical, by the preschool. Parents may also be contacted if discussed prior for individual health needs.
<p>Serious Incidents</p>	<p>Refer to 'Incident, Injury, Trauma or Illness Procedure'</p>

<p>Record of procedure's review</p>	
<p>Date of review and who was involved</p>	
<p style="text-align: center;">8/6/2021 Shiralee Robinson, Natalie Kenny, Annette Thomson & Carolyn Jones</p>	

Key changes made and reason/s why

Change to format. It is now in line with the Department of Education - Leading and Operating Department Preschool Guidelines

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

16/2/2022 Shiralee Robinson, Leanne McMaster, Miriam McKeown & Carolyn Jones

Key changes made and reason/s why

Change names within the procedure to new staff

Record of communication of significant changes to relevant stakeholders

Not applicable

Record of procedure's review

Date of review and who was involved

30/6/23 Shiralee Robinson, Leanne McMaster, Miriam McKeown & Carolyn Jones

Key changes made and reason/s why

Changes to the links adding updated form.

Record of communication of significant changes to relevant stakeholders

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