

Administration of first aid – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 2.1, 2.2 Regulations: 85, 88, 89, 90, 93, 94, 136	<p>Leading and operating department preschool guidelines</p> <p>Student health in NSW schools – A summary and consolidation of policy</p> <p>First aid procedures [PDF 274 KB]</p> <p>First aid kits</p> <p>Administration of medication</p>	<p>Temperature monitors in first aid kits fact sheet [PDF 102 KB]</p> <p>ACECQA's policy and procedures guidelines – The administration of first aid [PDF 211 KB]</p>

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. <p>These tasks may be delegated to other members of the preschool team, but the</p>
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	responsibility sits with the principal.
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 could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

First aid qualifications	<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
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	<ul style="list-style-type: none"> — 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) <ul style="list-style-type: none"> • There is at least one staff member available on the school site, readily available at all times who holds current NQF approved first-aid, anaphylaxis and asthma qualifications (HLTAID012). Preschool permanent employees hold a HLTAID012 qualification. • The names of the preschool educators who hold the NQF qualifications are clearly displayed in the preschool. They are noted as nominated first aider / s alongside the days they are on duty in the preschool. First aid officers and their photos are displayed next to each first aid kit. • Educators' current certificates are stored in hard copy in the staff folder. This qualification folder is stored in the parent information area, so families are able to view it at any time. The preschool supervisor help ensure this folder is always up to date by reviewing the checklist of expiry dates at the front of the folder. • Each teacher and educator takes responsibility for ensuring their first aid qualifications remain current by monitoring the expiry date(s) and alerting the preschool supervisor or principal prior to requiring retraining.
First aid kit	<ul style="list-style-type: none"> • There are first aid kits within the preschool premises. Indoor first aid kit located above adult craft sink. Outdoor first aid kit located on shelf outside downstairs shed. A smaller first aid kit is also stored in the emergency backpack hung up next to the double doors of the preschool leading from indoor to outdoor preschool playground. • 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, including the contents' expiry dates. The SLSOs check this list once a term and replace all

	<p>supplies as needed. These lists are stored on the wall next to the indoor first aid kit.</p> <ul style="list-style-type: none"> • For use in an emergency, the emergency backpack contains a general-use EpiPen and EpiPen Junior. General use Asthma reliever medication (Ventolin) and instructions for their use are also available in/next to each first aid kit and emergency backpack. • Signage clearly displays to all staff, visitors and volunteers emergency medications. • When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the following is taken: <ul style="list-style-type: none"> — list of children's emergency contacts — Emergency backpack that includes a first aid kit, general – use emergency medications and instructions for use (carried by teacher) — The medication backpack which the SLSO will pack with individual children's emergency medication and medical management plans (carried by SLSO).
Administration of first aid	<ul style="list-style-type: none"> • In any medical emergency an ambulance will be called immediately. The preschool will call the ambulance and alert the office that this has occurred. • In an anaphylaxis or asthma emergency, the preschool staff will administer emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent 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. • If a child requires it, they will be administered first aid.

	<ul style="list-style-type: none"> After first aid has been administered, the details will be recorded in an Incident, injury, trauma and illness record. The template is kept on the shelf below the first aid kit in the indoor environment and under the first aid kit in the outdoor environment. The educator who observes the incident or was the first person to know about the incident will record it or is responsible for engaging another staff member to record it on their behalf. Once families have signed the report at pick up time, this incident report will be filed in the Incident, Injury and Illness folder located in the locked cabinet in the preschool office. 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 the child is not taken for medical attention, but a reasonable person would have thought they should have been, a notification must still be made. If a child suffers a head or bite injury, their parent will be contacted as soon as practical. Any serious incident, including one in which a child requires medical attention, needs to be reported to the Principal who will assist in managing the incident. The Early Learning Unit and ACECQA also need to be informed within 24 hours.
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Record of procedure's review

Date of review	12/2/25
Who was involved	preschool team, whole school staff team
Key changes made and reason why	<p>*Clarified the name of the first aid qualification held by permanent preschool staff.</p> <p>*Discussed how a person may get another person to record an incident on their behalf-this is important in case a staff member is not in the capacity to record it themselves and needs some help.</p>
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom</p>

	<p>policy folder</p> <p>Parents: pdated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
Date of review	7/2/24
Who was involved	preschool team, whole school staff team, and families
Key changes made and reason why	Transferred to new DOE format from new preschool handbook.
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
Date of review	20/2/23
Who was involved	Preschool team, whole school staff team, and families
Key changes made and reason why	Clarified that we have both EpiPen and EpiPen Jnr as emergency medication at the preschool
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
Date of review	3/2/22
Who was involved	Preschool team, whole school staff team, and families
Key changes made and reason why	Transferred to new DOE format.
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p>

	<p>Parents: participated in review, updated copy on website</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>
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Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.