

# Preschool 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 <a href="#">89</a> Regulation <a href="#">94</a> Regulation <a href="#">136</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">First Aid Procedures</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<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"> <li>• the preschool is compliant with legislative standards related to this procedure at all times</li> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	<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"> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>• reflecting on how this procedure is informed by relevant recognised authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>	

<p><b>Preschool educators</b></p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, at least annually, or as required</li> <li>• ensuring the details of this procedure’s review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>First aid qualifications</b></p>	<ul style="list-style-type: none"> <li>• All department staff (ongoing, temporary and casual) complete the department’s mandatory first aid training: <ul style="list-style-type: none"> <li>○ Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training</li> <li>○ anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool)</li> <li>○ e-Emergency care</li> <li>○ CPR face to face training (HLTAID001)</li> </ul> </li> <li>• 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 (HLTAID004). Preschool full-time teacher and SLSO who is employed most often at the preschool holds a HLTAID004 qualification. Regular preschool casual teacher also hold HLTAID004 qualification. This ensures there is always at least one person in the preschool at all times who holds such a qualification.</li> <li>• 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. First aid officers and their photos are displayed next to each first aid kit.</li> <li>• Educators’ current first aid certificate/s 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 teach and supervisor help ensure this folder is always up to date by reviewing the checklist of expiry dates at the front of the folder.</li> <li>• 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.</li> </ul>

<p><b>First aid kit</b></p>	<ul style="list-style-type: none"> <li>• First aid kits are stored on the preschool site. Indoor first aid kit located above adult craft sink. Outdoor first aid kit located on shelf outside downstairs shed.</li> <li>• The kits are inaccessible to children, but easily recognisable and accessible to adults.</li> <li>• 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 supplies as needed. These lists are stored near on the wall next to the indoor first aid kit</li> <li>• 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 <u>ASCLIA First Aid Plan for Anaphylaxis (ORANGE) 2020 EpiPen</u> and the <u>Asthma Care Plan for Education and Care Services</u>.</li> <li>• The location of this emergency medication are clearly noted on the outside of the kit for the information of all staff, visitors and volunteers.</li> <li>• When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the following is taken by preschool educators: <ul style="list-style-type: none"> <li>○ The emergency backpack containing the first aid kit and general – use emergency medication with instructions (carried by teacher) and</li> <li>○ The medication backpack containing individual children's emergency medication and medical management plans (carried by SLSO).</li> </ul> </li> </ul>
<p><b>Administration of first aid</b></p>	<ul style="list-style-type: none"> <li>• In any medical emergency an ambulance will be called immediately. The preschool will call the ambulance and alert the office that this has occurred.</li> <li>• 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.</li> <li>• If emergency medication is administered: <ul style="list-style-type: none"> <li>○ an ambulance will be called</li> <li>○ the principal and child's parent or carer will be notified</li> <li>○ a notification will be made to Early Learning (phone 1300 083 698) within 24 hours.</li> </ul> </li> <li>• If a child requires it, they will be administered first aid. This will be done by a preschool educator who is first aid trained.</li> <li>• After first aid has been administered, the details will be recorded in an <i>Incident, injury, trauma and illness record</i>. 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. Once families have signed the report at pick up time, this incident report will be filed in the <i>Incident, Injury and</i></li> </ul>

	<p><i>Illness folder</i> located in the locked cabinet in the preschool office.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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 Preschool Supervisor (Principal Polly Palaitis) who will assist in managing the incident. The Early Learning Unit and ACECQA also need to be informed within 24 hours.</li> </ul>
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Record of procedure's review
<b>Date of review and who was involved</b>
3/2/22 preschool team, whole school staff team, children, and families
<b>Key changes made and reason/s why</b>
Transferred to new DOE format.
<b>Record of communication of significant changes to relevant stakeholders</b>