

Soldiers' Settlement Public School Preschool Procedure



Administration of first aid

Reviewed: Management and staff will monitor and review the effectiveness of this policy at regular intervals throughout the year. Soldiers' Settlement Public School Preschool procedures must be reviewed and updated every 12 months. This policy is due for review in **February 2022**.

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		

Rationale

The preschool experience is often the child's first experience away from the family and is the beginning of their school career. It is important that families are confident in leaving their child/ren in the care of the preschool staff and first aid training is important in easing the concerns of families.

Procedure Statement

This policy governs the manner in which first aid will be administered and recorded.

Procedure

1. At least one member of staff at Soldiers' Settlement Public School has ACECQA approved First Aid, anaphylaxis and asthma qualifications and is able to provide assistance if required. First aid officers and their photos are displayed next to each first aid kit. Any of these people can administer first aid when needed.
2. All educators have completed the Department of Education's mandatory CPR training, e-emergency care and online anaphylaxis training.
3. Each term, an educator has the responsibility of checking each of our first aid kits, incident /injury/trauma/illness forms and children's medication. This role includes organising the replenishment of accident forms and first aid supplies and the safe disposal of medication if required. Through this process the educator will complete the 'First Aid Kit/Emergency Checklist' and 'Register of Medication Expiry Dates checklist'.

4. A notice clearly displaying emergency telephone numbers and the nearest crossroad is displayed near each phone at the preschool. Phone numbers include;

- 000
- Prince of Wales Children's Hospital: 93821111
- Poisons information Centre: 131626
- Maroubra Police: 138 Maroubra Road, Maroubra 9349 9299
- Matraville Fire Station: 213 Beauchamp Rd, Matraville 9694 1146

5. First-aid facilities at the centre include:

- A first aid kit for the indoor and outdoor environments. Indoor first aid kit located above adult craft sink. Outdoor first aid kit located on shelf outside downstairs shed.
- First aid emergency back pack.
- General use EpiPen and EpiPen Jr.– located in the emergency first-aid back pack.
- General use asthma puffers-located in emergency back pack, outdoor first aid kit and next to children's medications in the indoor environment.
- Ice packs located in the kitchen freezer
- Lockable medication box in the refrigerator.
- A closed bag with children's individual medications inside. The bag is situated on a hook out of children's reach next to first aide corner with children's medication plans.

6. All first-aid equipment is easily accessible and stored at a height that cannot be accessed by children.

7. Action plans are displayed on the wall next to the indoor first aid kit, in the Casual staff folders and in the school's office accompanied by a photo of the child. Copies of action plans are also stored with medications.

8. Any child requiring the administration of first aid needs to have an incident/injury/trauma/illness form completed. 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.

9. This record needs to be signed by the witness to the incident/injury/trauma/illness and also the person filing the report. If a child is sent home due to illness, this form is still required to be completed and signed by a parent/caregiver.

10. When first aid is administered the 'incident/Injury/Trauma and illness' form needs to be completed. A note is also recorded in the message section of the parent sign-on sheet to alert parents to read and sign the form to ensure they have understood what has happened. In the case of any bump to the head or more serious injury a parent will be notified straight away by phone. 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.

11. Please refer to Soldiers' Settlement Preschool's 'Incident, Injury, Trauma, and Illness' procedure for further information.

Evaluation

Educators are trained in the administration of first aid and are aware of DoE policies relating to this. We are ensuring that; "Each child's health needs are supported and promoted" (Standard 2.1) and "Each child is protected" (Standard 2.2).