



Preschool administration of first aid procedure

| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 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 educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool) | <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, at least annually, or as required ensuring the details of this procedure's review are documented. | |

Procedure

First aid qualifications

- All department staff (ongoing, temporary and casual) complete the department's mandatory first aid training:
 - 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)
- **Note** – There must always be a *nominated first aider* in attendance on the school site, immediately available in an emergency at all times children are in attendance, with current ACECQA approved **first-aid, anaphylaxis** and **asthma** qualifications.
- Our staff member may hold one or more of the following qualifications:
 - **Approved first aid** – *Provide First Aid HLTAID003*, mandatory for all DoE nominated first aid officers, meets this requirement. However, *e-Emergency Care* and *Provide CPR*, while mandatory for all DoE employees, are not ACECQA approved qualifications
 - **Anaphylaxis management training** – the mandatory DoE course *Anaphylaxis e-learning (APTSs)* meets this requirement
 - **Emergency asthma management** – the DoE course is not approved, however courses with the following codes are: 30646QLD, 21886VIC, 10392NAT, 22024VIC, 22282VIC.
- The course *First Aid in Education and Care Setting HLTAID004* comprises all three qualifications (first-aid, anaphylaxis and asthma) and is approved by ACECQA.
- 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). The preschool teacher and full time preschool SLSO have HLTAID004 qualifications. The school manager also has this qualification. The preschool teacher is the nominated first aider in the preschool. In her absence, the school administration manager will implement first aid procedures. She can be contacted by phone and being on site, will be quick to respond.
- The names of the preschool educators who hold the ACECQA first aid 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.
- The nominated first aider's name will be displayed in the foyer. He/she will administer the appropriate first aid and document this on an "incident, injury, trauma or illness" form. If treatment is related to an individual medical plan, this will be documented on the child's "medication record" form.
- Educators' current first aid certificate/s are stored in hard copy in the staff folder, which is located in the preschool office. This folder is maintained by the school administrative officer responsible for preschool administration.
- 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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| <p>First aid kit</p> | <ul style="list-style-type: none"> • First aid kits are stored on the preschool site. • A full first aid kit is located in the Preschool office. The general use EpiPen and asthma kit are located in the office. • A portable first aid kit is assembled in a backpack for outdoor play/visits to the K-2 school/ excursions/evacuations. This portable first aid kit also contains a general epipen and general asthma kit. It is stored in the preschool office. • 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 full time preschool SLSO maintains the list and checks the contents every 6 months. The kits are restocked at the beginning of each year and whenever required. • 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) EpiPen and the Asthma Care Plan for Education and Care Services. • The location of this emergency medication is clearly noted on the outside of the kit for the information of all staff, visitors and volunteers. • Signage is in place to indicate the location of first aid kits/EpiPen and asthma kit in the preschool office. • A portable first aid kit is assembled in a backpack for all outdoor play/visits to the K-2 school/ excursions/evacuations. This portable first aid kit also contains a general epipen and general asthma kit. It is stored in the preschool office. • When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the following is taken: Portable first aid kit containing: - <ul style="list-style-type: none"> • the general use emergency medication (anaphylaxis epipen and asthma) and instructions for use. • Emergency services telephone numbers • Children's emergency contact details. • Accident forms <p>Any individual children's emergency medication and medical management plans. Attendance roll for that day.</p> <ul style="list-style-type: none"> • The full time preschool SLSO collects and carries the kit and medication. |
| <p>Administration of first aid</p> | <ul style="list-style-type: none"> • In any medical emergency an ambulance will be called immediately by one of the preschool staff. • 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. • If a child requires it, they will be administered first aid. This will be performed by the nominated first aider. • After first aid has been administered, the details will be recorded in an <i>Incident</i>, |

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| | <p><i>injury, trauma and illness record</i>. This will be recorded by the preschool teacher and the record is stored securely in the preschool office.</p> <ul style="list-style-type: none"> • 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 school office or SLSO. |
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| Record of procedure's review |
| Date of review and who was involved |
| 25 October 2021 – Sharna Labbe, Deana Talevska, and Alex Arancibia |
| Key changes made and reason/s why |
| Added links to Regulations and DoE policies and procedures for access and increased information |
| Record of communication of significant changes to relevant stakeholders |
| Preschool staff informed of updated procedures 23.11.2021 at weekly meeting SIS staff made aware of updated procedures 30.11.2021 at whole school administration meeting Families sent link via Class Dojo to updated procedures on school website 30.11.2021. Hard copies of procedures also made available to parents 23.11.2021 |
| Due date of review |
| End Term 2 2022 – 1 July 2022 |