



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
<p>NQS: 2.1, 2.2</p> <p>Regulations: 85, 88, 89, 90, 93, 94, 136</p>	<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

<p>School principal</p>	<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
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	<ul style="list-style-type: none"> • 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 responsibility sits with the principal.</p>
<p>Preschool supervisor</p>	<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.
<p>Preschool teacher(s) and educator(s)</p>	<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 the preschool 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:• 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 <i>nominated first aider</i> 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:<ul style="list-style-type: none">○ Approved first aid – <i>Provide First Aid HLTAID003</i>, mandatory for all DoE nominated first aid officers, meets this requirement. However, <i>e-Emergency Care</i> and <i>Provide CPR</i>, while mandatory for all DoE employees, are not ACECQA approved qualifications○ Anaphylaxis management training – the mandatory DoE course <i>Anaphylaxis e-learning (APTSS)</i> 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 <i>First Aid in Education and Care Setting HLTAID004</i> 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 NQF approved first-aid, anaphylaxis and asthma qualifications (HLTAID012). The school administration staff also have this qualification. The preschool teacher is the nominated first aider in the
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	<p>preschool. In her absence, the preschool SLSO or school administration staff will implement first aid procedures. The administration staff member can be contacted by phone and being on site, will be quick to respond.</p> <ul style="list-style-type: none"> • The names of the preschool educators who hold the NQF qualifications are clearly displayed in the preschool on a staff roster chart posted just inside the preschool entrance. They are noted as <i>nominated first aider / s</i> 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. • Teachers' and educators' current certificates 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 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.
<p>First aid kit</p>	<ul style="list-style-type: none"> • There are first aid kits within the preschool premises. • 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 use EpiPen and general asthma kit and is stored in the preschool office. The portable first aid kit is taken out during outdoor play. • 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 term. The kits are restocked at the beginning of each year and whenever required. This is displayed in the preschool office.

	<ul style="list-style-type: none"> • For use in an emergency, 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. • 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, ○ any individual children's emergency medication and medical management plans, ○ attendance roll for that day. • 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, 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

	<ul style="list-style-type: none"> — the principal and child’s parent 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 Incident, injury, trauma and illness record. This will be recorded by the preschool teacher and the record is stored securely in the preschool office. One copy is stored in the illness injury incident record folder, and one with the child’s enrolment information. • On collecting their child from preschool, the parent 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 by the school office or SLSO. Parents will also be contacted immediately if a child presents with any signs of symptoms requiring medication to be administered.
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Record of procedure’s review

Date of review	5 July 2024
Who was involved	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
Key changes made and	Nil

reason why	
Record of communication of significant changes to relevant stakeholders	<p>Principal: 5 July 2024</p> <p>Staff: 23 July 2024 – Weekly staff meeting</p> <p>Parents: 24 July 2024 – website and community procedure folder updated – message sent via Story Park</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>