



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 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. analysing complaints, incidents or issues and what the implications are for the updates to this procedure. 	
Preschool educators	<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 this procedure is stored in the preschool, and made accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, 	



	<p>or at least annually</p> <ul style="list-style-type: none"> • details of this procedure are reviewed and documented. • planning and discussing ways to engage with families and communities, including how changes are communicated.
<p>Procedure</p>	
<p>First aid qualifications</p>	<ul style="list-style-type: none"> • Department staff (ongoing, temporary and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> ○ Anaphylaxis e-learning Teaching and Administrative Staff (NRG01569) ○ anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool) ○ e-Emergency Care (NRG14190) <p>A significant proportion of staff attend Cardio Pulmonary Resuscitation (CPR) training HLTAID001. 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 SLSO Rebecca Bryant holds HLTAID004, Preschool SLSO Rebecca Rapmund and the Preschool Administration Officer Michelle McMahon hold current ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID012). There is always a <i>nominated first aider</i> in attendance on the school site, immediately available by phone in an emergency.</p> <ul style="list-style-type: none"> • The names and photographs 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. This information is displayed on the preschool wall near the preschool office under the fixed First aid kit. • Educators' current first aid certificate/s are stored in hard copy in the staff qualifications folder located in the preschool administration office. Preschool teachers are responsible for maintaining the folder with current qualifications. • Each educator takes responsibility for ensuring their first aid qualification/s remain current by monitoring the expiry date /s and alerting the preschool teachers and principal prior to requiring retraining.
<p>First aid kit</p>	<ul style="list-style-type: none"> • The portable first aid kit is stored on the preschool site located on top of the fridge (next to the resource storeroom) in the backpack.



	<p>The backpack is relocated to hang on the border fence near the shipping container when using the outdoor learning environment. A fixed first aid cabinet is located in the preschool classroom near the preschool office door, clearly labelled.</p> <ul style="list-style-type: none"> • The kit is inaccessible to children, but easily recognisable and accessible to adults. The kit is defined with a clear label for first aid. • A written record of the contents of the kit /s is maintained, including the contents' expiry dates. The preschool administrator maintains the list checking contents monthly and restocking as required, discarding expired items. Expiry dates are also entered into the Sentral calendar as a reminder to order items before expiring. • 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) 2020 EpiPen and the Asthma Care Plan for Education and Care Services. • The location of emergency medication is clearly noted on the outside of the kit for the information of all staff, visitors and volunteers. • 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"> ○ a first aid kit ○ the general – use emergency medication and instructions for use ○ individual children's emergency medication and medical management plans. ○ An educator carries the backpack with portable first aid kit and medication and emergency contact details. ○ The daily sign in sheet to record children in attendance and record any child who may be collected during the outing.
<p>Administration of first aid</p>	<ul style="list-style-type: none"> • In a medical emergency an ambulance will be called immediately by a preschool educator whilst another educator calls the school office for further support • 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 by an educator or in an emergency by the nominated first aider. • After first aid has been administered, the details will be recorded in



	<p>an <i>Incident, injury, trauma and illness record</i>. The person administering first aid will be the person who completes the incident/illness/injury/trauma record. Records are stored in the incident/illness/injury/trauma folder located in the tub on the preschool bench closest to the fridge.</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 preschool teacher or school office.
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Record of procedure's review
Date of review and who was involved
23/3/23 – Anna Clemesha, Maree Guy, Larissa Polak.
Key changes made and reason/s why
Working within our new space led us to more efficient locations for storing records.
Record of communication of significant changes to relevant stakeholders
Published on class dojo



Record of procedure's review
Date of review and who was involved
21/06/2022 Maree Guy, Anna Clemesha, Larissa Polak
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders

Record of procedure's review
Date of review and who was involved
11/10/2022 Maree Guy, Anna Clemesha, Larissa Polak
Key changes made and reason/s why
Moving to new Preschool site location due to flooding rebuild.
Record of communication of significant changes to relevant stakeholders

Copy and paste a new table to record each occasion the procedure is reviewed.

**LISMORE SOUTH PUBLIC SCHOOL
NGULLIBOO JARJUMS PRESCHOOL**

*Nominated Supervisor / Responsible Person /
Educational Leader: Larissa Polak*

