

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 • 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 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

<p>First aid qualifications</p>	<ul style="list-style-type: none"> • All department staff (ongoing, temporary and casual) complete the department’s mandatory first aid training: <ul style="list-style-type: none"> – 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)
--	--

	<ul style="list-style-type: none">– e-Emergency care– CPR face to face training (HLTAID001)• 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). <i>(Note which staff members hold this qualification.)</i> Nominated First Aid Officers – Beth Cameron, Jordan McPhail, Natalie O'Donnell and Julie Greedy• The names of the preschool educators who hold the NQF qualifications are clearly displayed in the preschool. <i>(Note when in the preschool this information is displayed.)</i> Information listing First Aid Officers is displayed outside on parent information board, in both classrooms and in the Preschool Admin Office.• Teachers' and educators' current certificates are stored in hard copy in the staff folder. <i>(Note the process for maintaining this folder and where it is stored.)</i> The School's Business Manager ensures the staff folder is updated annually/as required with staff certificates. Staff folder is located outside the Preschool Admin Office under the sign on desk.• 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.
--	--

First aid kit

- There is a first aid kit(s) within the preschool premises. *(Note where the kit(s) are located. If there isn't a kit outside, note how first aid equipment is accessed from outdoors.)* The first aid kit is located at the Medication Station near the staff entrance of the Preschool. The kit is taken outside with Educators during outdoor learning and brought back in on return.
- 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. *(Who maintains the list? Where is it stored? How often are the contents checked? When is the kit restocked?)* SLSO Educator, Natalie O'Donnell maintains the first aid kits and checks them at the end of each term and restocked where necessary. A written record is maintained and kept in filing cabinet in Preschool Administration Office.
- 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. *(If these medications aren't stored in the kit, give detail of where they are stored.)*
- The location of this 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:
 - list of children's emergency contacts
 - first aid kit
 - general – use emergency medications and instructions for use
 - individual children's emergency medication and medical management plans.
- *(Give details of whose responsibility it is to retrieve and carry these items.)* Educators take their rooms emergency backpacks containing all relevant information and First Aid Officer Natalie O'Donnell takes First Aid Kit.

**Administration
of first aid**

- In any medical emergency an ambulance will be called immediately. *(Note if the school office or preschool call.)* By any suitable adult as directed by the First Aider.
- 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:
 - 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.
- After first aid has been administered, the details will be recorded in an Incident, injury, trauma and illness record. *(Give details of where blank and completed records are stored and who completes them.)* These forms are located with the outdoor first aid kit, by the front entrance door. Once completed they are placed in Preschool Administration office to be filed by Preschool Admin officer.
- 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 *Incident, injury, trauma and illness record* 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. *(Note any other situations in which your preschool will contact a parent immediately and whose responsibility it is to contact the parent.)*

Record of procedure's review

Date of review	04/04/2024
Who was involved	Beth Cameron, Jordan McPhail, Julie Greedy, Natalie O'Donnell, Hannah Gibson, Cathy Banister, Aimee Vincent
Key changes made and reason why	Updated that incident forms are required to be signed by witness to injury, not first aid
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams</p> <p>Staff: Preschool – Microsoft Teams/ Policy & Procedure Folder</p> <p>Parents: A copy is displayed at the entrance of Preschool and copies available for preschool families to take home if requested. Posted on Preschool Facebook page and on School website. All relevant educators to review at regular staff meeting.</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>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.