



## 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 <a href="#">89</a> Regulation <a href="#">94</a> Regulation <a href="#">136</a>	<a href="#">Leading and operating department preschool guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">First Aid Procedures</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<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"> <li>• The preschool is compliant with legislative standards related to this procedure at all times</li> <li>• All staff involved in the preschool are familiar with and implement this procedure</li> <li>• All procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> <li>• Notification to the regulatory authority of any serious incident, meaning an incident or class of incidents prescribed by the National Regulations as a serious incident that posed a risk to the health, safety or wellbeing of the children or staff. This notification must be provided within 24 hours of the incident.</li> </ul>	
<b>Preschool supervisor</b>	<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.</p> <ul style="list-style-type: none"> <li>• Analysing complaints, incidents or issues and what the implications are for the updates to this procedure in collaboration with the nominated supervisor and educators.</li> <li>• Reflecting with educators on how this procedure is informed by relevant recognised authorities.</li> <li>• Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance.</li> <li>• Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the</li> </ul>	

	Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.
<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, at least annually, or as required</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>First aid qualifications</b>	<ul style="list-style-type: none"> <li>● All department staff (ongoing, temporary and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> <li>○ 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)</li> <li>○ e-Emergency care</li> <li>○ CPR face to face training (HLTAID009)</li> </ul> </li> <li>● Nominated staff first aid officer Natalie O'Donnell (co-educator) Beth Cameron (educator)</li> <li>● 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 (HLTAID012). Preschool staff Natalie O'Donnell and Beth Cameron hold this qualification. Primary school staff who hold this qualification are Natalie Carpenter (School Administration Officer) and Aimee Vincent (Principal) may also be contacted through the interschool telephone system.</li> <li>● The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool.</li> <li>● Educators' current first aid certificate/s are stored in hard copy in the staff qualifications folder stored in the preschool office. The Primary School Administration Manager ensures all qualifications are updated.</li> <li>● 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.</li> </ul>

<p><b>First aid kit</b></p>	<ul style="list-style-type: none"> <li>● First aid kits are stored on the preschool site. A first aid kit is taken outside each morning for quick access by the entrance door.</li> <li>● The kits are inaccessible to children, but easily recognisable and accessible to adults with safety signs showing the location of first aid kits clearly displayed.</li> <li>● A resuscitation flow chart is displayed in prominent positions in the indoor and outdoor environments of the Preschool.</li> <li>● A written record of the contents of the kit/s is maintained, including the contents' expiry dates, updated and checked by Natalie O'Donnell (Nominated First Aid Officer). Kits are checked at the end of each term and restocked where necessary.</li> <li>● 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 <a href="#"><u>ASCIA First Aid Plan for Anaphylaxis (ORANGE) 2020 EpiPen</u></a> and the <a href="#"><u>Asthma Care Plan for Education and Care Services</u></a>.</li> <li>● The location of this emergency medication is clearly noted on the outside of the kit for the information of all staff, visitors and volunteers.</li> <li>● When the group leaves the preschool for an excursion or an offsite evacuation, the following is taken: <ul style="list-style-type: none"> <li>○ a first aid kit, medication and instructions for use to be taken by SLSO's</li> </ul> </li> <li>● An induction procedure for all new staff, casual and relief staff that includes providing information on the location of first aid kits and specific first aid requirements is completed in Term 1 annually or when a new staff member begins in the Preschool.</li> </ul>
<p><b>Administration of first aid</b></p>	<ul style="list-style-type: none"> <li>● In any medical emergency an ambulance will be called immediately by any suitable adult on site as directed by the first aider.</li> <li>● 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.</li> <li>● If emergency medication is administered: <ul style="list-style-type: none"> <li>○ an ambulance will be called</li> <li>○ the principal, Preschool Supervisor and child's parent or carer will be notified</li> <li>○ a notification will be made to Early Learning (phone 1300 083 698) within 24 hours.</li> </ul> </li> <li>● If a child requires it, they will be administered first aid by an educator who holds a first aid qualification (Natalie O'Donnell, Beth Cameron, Natalie Carpenter, Aimee Vincent).</li> <li>● After first aid has been administered, the details will be recorded in an <i>Incident, injury, trauma and illness record</i> completed by the first aider and signed off by the witness. These forms are located with the outdoor first aid kit by the front entrance door. 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.</li> <li>● 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)</li> </ul>

	<p>within 24 hours of the preschool staff becoming aware the child was taken for medical attention.</p> <ul style="list-style-type: none"> <li>• If a child suffers a head injury, bite or any other injury which the educators feel should be communicated, their parent will be contacted as soon as practical by a preschool staff member.</li> </ul>
<b>The Need for an Ambulance</b>	<p>An ambulance will be called when the following instances (but not limited to) occur to a person or child at the service:</p> <ul style="list-style-type: none"> <li>• unconsciousness or an altered conscious state;</li> <li>• experiencing difficulty breathing;</li> <li>• showing signs of shock;</li> <li>• experiencing severe bleeding, or who is vomiting blood or passing blood;</li> <li>• slurred speech;</li> <li>• injuries to the head, neck or back; and</li> <li>• suspected broken bones.</li> <li>• anaphylaxis / severe allergic reaction</li> </ul>
<b>Infection and Prevention Control</b>	<p>Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to:</p> <ul style="list-style-type: none"> <li>• wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes;</li> <li>• wear a mask and eye protection where there is a risk of splashing blood or other body fluids;</li> <li>• wash hands with warm soapy water thoroughly.</li> </ul>
<b>Poisons Information Centre</b>	<p>The Poisons Information Centre telephone number 131 126 is displayed:</p> <ul style="list-style-type: none"> <li>• Next to every telephone in the service.</li> <li>• Where dangerous products are stored.</li> <li>• Localised chemical register displayed in each room with mini SDS if applicable</li> <li>• MDS register displayed in laundry</li> </ul>

<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
19/03/2022: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.
<b>Key changes made and reason/s why</b>
Updated first aiders on site, reviewed locations of medications due to renovations completed
<b>Record of communication of significant changes to relevant stakeholders</b>
A copy is displayed at the entrance of Preschool and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting. School website displays full list of procedures for viewing

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