

# Casino West Public School Preschool Localised Procedure

## Administration of First Aid



Reviewed: 24/08/2021

Next Review: 24/08/2022

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	National Quality Standard(s)	Leading and Operating Department Preschool Guidelines reference	School policy or procedure, where applicable
<p><u>Regulations 168(2)(a)</u></p> <p><u>Regulation 136</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>:</p> <ul style="list-style-type: none"> <li>• Student Health in NSW Public Schools: A Summary and consolidation of policy PD/2004/0034/V01</li> <li>• First aid procedures and support tools</li> </ul>	<p><b>2.2.1: Supervision</b> Every reasonable precaution is taken to protect children from harm or any hazard likely to cause injury</p> <p><b>7.1.2: Management Systems</b> Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>	<p>Pages 45-46 and 61</p>	
<ul style="list-style-type: none"> <li>• Preschool staff will assure parents that all necessary actions will be taken if their child is involved in an accident or emergency. On enrolment, parents are asked for their written authorisation for staff to seek urgent medical and hospital treatment and/or to call an ambulance for their child if needed. Preschool staff have a duty of care to comfort and care for sick and distressed children as well as providing immediate help if required.</li> <li>• At all times while children are present in the preschool, the following will be immediately available in the event of an emergency.             <ul style="list-style-type: none"> <li>- One staff member with a current approved first aid qualification</li> <li>- One staff member who has successfully undertaken approved anaphylaxis training</li> <li>- One staff member who has undertaken approved emergency asthma management training).</li> </ul> <p>It may be the same person who holds all the qualifications. In departmental preschools the person with these qualifications may be located in the school but must always be immediately available in an emergency (regulation 136 (2)). The name of this person will be recorded and displayed near the first aid kits in the kitchen and at the rear door (regulation 136(2)).</p> </li> <li>• The early childhood preschool teacher, CEO and SLSO possess the current approved first-aid, anaphylaxis and CPR qualifications and will be present and immediately available in an emergency. Documentation of these qualifications is situated in an Educator's Qualification folder in the Preschool office and the school office.</li> <li>• If the Preschool Teacher with current first-aid training is absent, then the replacement teacher will have the required DoE approved first-aid training and the SLSO and CEO will provide First Aid if required. If all three permanent preschool staff are absent on the same day, the designated school first-aid officer will be readily available.</li> <li>• Staff and their first aid qualifications are noted at the bottom of the staff rosters which are placed around the preschool.</li> <li>• A first aid kit is located at the first aid station adjacent at the back door, leading to the outdoor learning environment and at first aid station in the kitchen on a shelf to the left on entry through the kitchen gate and is equipped, easily</li> </ul>				

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accessible and recognisable. An asthma kit general use Ventolin inhaler in a blue bag is also available at kitchen first aid station. A blue Asthma kit and portable first aid kit containing gloves and a compression bandage are located placed the back of the outdoor learning environment, on the brick wall near the bike track each day, for easy access.

- An EpiPen Jnr is also located at first aid station adjacent to rear door leading to outdoor learning environment. An EpiPen Jnr is also located within the emergency evacuation bag which is also located on the shelf at the rear door.
- An evacuation first aid kit is carried on all excursions and off-site activities. Preschool office staff regularly monitor supplies and update stock as required and discard and replace out of date stock on a regular basis.
- A cardiopulmonary resuscitation (CPR) chart for adults and children is displayed in prominent positions in the preschool, both inside and outside.
- All incidents will be documented and stored according to regulatory requirements.
- The Nominated Supervisor is notified immediately after the serious incident has occurred. The regulatory authority will be notified within 24 hours of or becoming aware of a serious incident.
- The families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident; and the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian. A copy of the incident/illness/injury/trauma record is kept in the folder and an additional copy is stored in the child's personal file.

### ***One staff member may hold one or more of the following qualifications:***

1. Approved first aid – Provide First Aid HLTAID004, 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.

2. Anaphylaxis management training- the mandatory DoE course Anaphylaxis e-learning (APTSs) meets this requirement.

3. 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

### ***Hazard Identification and Risk Assessment:***

- Provide a child-safe environment.
- Regularly conduct risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes.
- Introduce preventive measures to eliminate the risk, or control measures to minimise the risk.
- Undertake daily risk assessments in the environment in order to plan safe experiences for children n.
- Parents' authorisation and refusal will be collected as part of the enrolment process and stored

### ***Consider these things:***

- The school principal can exercise the right of refusal if written or verbal authorisations do not comply.