



Casino West Little Jarjums 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. 	
Preschool supervisor	<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. Including but not limited to:</p>	

	<ul style="list-style-type: none"> • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • reflecting on how this procedure is informed by relevant recognised 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 educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<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 • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, at least annually, or as required • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<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) ○ 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 ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID004). All current full-time preschool educators hold an ACECQA approved first-aid, anaphylaxis and asthma qualification (HLTAID004). The First Aid Officer Sue-Ellen Patch holds current ACECQA approved first-aid, anaphylaxis, and asthma qualifications (HLTAID004). Sue-Ellen can be contacted in the Casino West Administration Office 5 days per week from 8:15am – 3:00pm via telephone. • The names 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 in the preschool staffroom, kitchen, indoor and outdoor Learning environments. • Educators' current first aid certificate/s are stored in hard copy in the staff qualifications folder located in the white bookshelf in the Preschool Office. An electronic copy is also stored in OneDrive. • Each educator takes responsibility for ensuring their first aid qualification/s remain current by monitoring the expiry date / s and

	<p>alerting the preschool supervisor or principal prior to requiring retraining.</p>
<p>First aid kit</p>	<ul style="list-style-type: none"> • First aid kits are stored on the preschool site. One first aid kit is located in the first aid station adjacent to the door exiting into the outdoor learning environment. Another is stored at the back of the preschool playground on the brick wall for easy outside access. • 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 preschool Administration Manager maintains the list of contents and expiry dates on her outlook calendar. Both the Administration Manager and Preschool Teacher are alerted by Microsoft Outlook when expiry dates are approaching. A termly audit is undertaken by the Administration manager to ensure all first aid kits are stocked no expiry dates have been missed. • For use in an emergency situations, 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 this emergency medication are 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. The Student Learning Support Officer carries and is responsible for the kit whilst we are offsite.
<p>Administration of first aid</p>	<ul style="list-style-type: none"> • In any medical emergency an ambulance will be called immediately. A preschool educator will call the ambulance. The preschool staff not attending to the 000 call, will phone the office staff, Principal and child's family and make them aware of the situation. • 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 a staff member with an ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID004). • After first aid has been administered, the details will be recorded in an <i>Incident, injury, trauma and illness record</i> by the person who has administered the first aid • On collecting their child from preschool, the parent or carer will be

	<p>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.</p> <ul style="list-style-type: none"> • The incident is then entered into Sentral by the Preschool Administration Manager. The hard copy is stored in the child's individual Enrolment Folder. • 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 by the Preschool Teacher as soon as practical.
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Record of procedure's review
Date of review and who was involved
28/03/2023 Preschool educators, Principal, Preschool Supervisor, and preschool families.
Key changes made and reason/s why
Moved to new department template to adhere to Department expectations of what should be included in this localised procedure
Record of communication of significant changes to relevant stakeholders
Uploaded to preschool webpage and placed in Localised Procedures folder in preschool foyer

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