



## *Administration of first aid – preschool procedure*

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><b>NQS: 2.1, 2.2</b></p> <p><b>Regulations: 85, 88, 89, 90, 93, 94, 136</b></p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Student health in NSW schools – A summary and consolidation of policy</a></p> <p><a href="#">First aid procedures [PDF 274 KB]</a></p> <p><a href="#">First aid kits</a></p> <p><a href="#">Administration of medication</a></p>	<p><a href="#">Temperature monitors in first aid kits fact sheet [PDF 102 KB]</a></p> <p>ACECQA's policy and procedures guidelines – <a href="#">The administration of first aid [PDF 211 KB]</a></p>

### Responsibilities

<p><b>School principal</b></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"> <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> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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<p><b>Preschool supervisor</b></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"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool teacher(s) and educator(s)</b></p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>

## Procedure

<p><b>First aid qualifications</b></p>	<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</li> <li>– anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool)</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"><li>– e-Emergency care</li><li>– CPR face to face training (HLTAID001)</li><li>• 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). All permanent preschool staff (teacher and two SLSO staff) hold this qualification, in addition to this the Administration Manager and Administration Assistant hold these qualifications.</li><li>• The names of the preschool educators who hold the NQF qualifications are clearly displayed in the preschool at the first aid stations and in the preschool community space.</li><li>• Teachers' and educators' current certificates are stored in hard copy in the staff folder located in the preschool administration space.</li><li>• 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.</li></ul>
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**First aid kit**

- There are first aid kits within the preschool premises. One kit is located at the first aid station in the indoor learning environment, adjacent to the back leading to the preschool playground. Our travel first aid kit is also located at the first aid station, and it taken with us whenever we leave the preschool site. There are also first aid and asthma kits located at the back of the preschool playground on the brick wall close to the bike track.
- 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. This is maintained by the preschool administration manager and are stored in our local computer system. The contents are checked termly and restocked accordingly by the administration manager.
- 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. Additionally, there is a general-use EpiPen Junior located on a labelled shelf at the first aid station inaccessible to children.
- 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:

	<ul style="list-style-type: none"> <li>– list of children’s emergency contacts</li> <li>– first aid kit</li> <li>– general – use emergency medications and instructions for use</li> <li>– individual children’s emergency medication and medical management plans.</li> </ul> <p>SLSO Astoria is responsible to collect this when leaving the premisses. If Astoria is not present, SLSO Leanne is then responsible. If all permanent SLSO staff are not available, the casual SLSO educator will be instructed by the Preschool Teacher to retrieve this.</p>
<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. 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.</li> <li>• 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.</li> <li>• If emergency medication is administered: <ul style="list-style-type: none"> <li>– an ambulance will be called</li> <li>– the principal 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.</li> <li>• After first aid has been administered, the details will be recorded in an Incident, injury, trauma and illness record. Blank records are located at the first aid station on a pink clip board. The educator who has administered the first aid, completed this record.</li> <li>• 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) within 24 hours of the preschool staff becoming aware the child was taken for medical</li> </ul>

	<p>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.</p> <ul style="list-style-type: none"> <li>• If a child suffers a head or bite injury, their parent will be contacted as soon as practical by the Preschool Teacher.</li> </ul>
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**Record of procedure's review**

<b>Date of review</b>	28/03/2024
<b>Who was involved</b>	Preschool educators, Principal, Preschool Supervisor, and preschool families.
<b>Key changes made and reason why</b>	Procedure updated Procedure in new department Guidelines.
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: Lesley Mills communicated at Staff meeting 25/03/24</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</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.