



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 Link to checklist for first aid contents		
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</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 	

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	<ul style="list-style-type: none"> developing strategies to induct all staff when procedures are updated to ensure practice is embedded.) 	
<p>Preschool educators <i>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</i></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. 	
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) 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 (HLTAID012 which has superseded HLTAID004. Note HLTAID004 remains equivalent and compliant until current certification expires). In 2023 all Preschool educators hold a current first aid certificate. 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 is displayed on the first aid kits. Educators' current first aid certificate/s are stored in hard copy in the staff folder located in the office cupboard. 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.

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<p>First aid kit</p>		<ul style="list-style-type: none"> ● First aid kits are stored on the preschool site. A first aid kit is mounted on the wall in the kitchen, and a portable kit is hung next to the storeroom R0014 for easy accessibility when outside. ● 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 by the Preschool admin officer once a term, including the contents' expiry dates. This list is located in the red folder in the office cupboard. ● 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 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 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"> ○ a first aid kit ○ the general – use emergency medication and instructions for use ○ individual children’s emergency medication and medical management plans.
<p>Administration of first aid</p>		<ul style="list-style-type: none"> ● In any medical emergency an ambulance will be called immediately by a Preschool educator. ● 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 first aid qualified Preschool educator. ● After first aid has been administered, the details will be recorded in an <i>Incident, injury, trauma and illness record</i>, by the educator who administered the first aid. ● On collecting their child from preschool, the parent or carer will be notified of the circumstances surrounding the administration of first

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		<p>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"> • 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 Preschool as soon as practical.

Record of procedure's review
Date of review and who was involved
22.2.23- Carol Williams, Louise Rodot & Amanda Schalk 27.2.23- Amanda Kowalczyk
Key changes made and reason/s why
Procedure placed into updated Department proforma. Changes made to the wording in line with department requirements.
Record of communication of significant changes to relevant stakeholders
27.2.23- Copy to KPS executive

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