

Administration of first aid

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

Responsibilities

School principal	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool. 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 able to implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment. <p>These tasks may be delegated, to other members of the preschool team, but the responsibility sits with the principal.</p>
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. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers they are actively involved in the review of this procedure, as required, or at least annually

- 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 NQF approved first-aid, anaphylaxis and asthma qualifications (HLTAID012). Information regarding current available staff is recorded on the 'Preschool staff rosters' which are displayed in the entrance to the classrooms. ▪ Teachers' and educators' current certificates are stored as hard copy in the staff folder which is located in the preschool office. ▪ Each educator is responsible 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.
<p>First aid kit</p>	<ul style="list-style-type: none"> ▪ There is a first aid cupboard in the children's bathroom (out of the reach of children). There is also a first aid bag which is taken outdoors and on excursions/leaving preschool. ▪ The kit is inaccessible to children, but easily recognisable and accessible to adults. ▪ A written record of the contents of the kits are maintained, including the contents' expiry dates. There is a list on the cupboard door where the kit is kept and one in the first aid bag. These are checked every term by the preschool SAO who will replenish supplies. It is the responsibility of every educator to replenish any item they used as soon as possible after consumption. ▪ 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. ▪ When the group leaves the preschool to evacuate, for an excursion or to go into the main school site, the following is taken: <ul style="list-style-type: none"> - a list of children's emergency contacts - the first aid kit - the general-use emergency medications 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. ▪ If the health care plan requires an ambulance to be called or there is a serious injury/event, preschool staff can call an ambulance immediately and then inform the school office and preschool supervisor. If the first aid officer is uncertain if an ambulance is necessary then the preschool supervisor is contacted and a decision made. ▪ 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.

- If emergency medication is administered:
 - 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.
- After first aid has been administered, the details will be recorded in an 'Incident, injury, trauma and illness record. Blank records are available on SharePoint in the preschool folder and hard copies are in the preschool office. The educator who first attends the incident completes the record. Completed records are made available for families to sign. Families are given a copy and the original record is placed in a folder in the preschool office.
- 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 'Incident, injury, trauma and illness record' as confirmation of this.
- 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 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.
- If a child suffers an injury from the neck up or bite injury, their parent will be contacted as soon as practical. One of the educators informs the parent/carers.

Record of procedure's review

Date of review	20/9/24
Who was involved	Preschool educators
Key changes made and reason why	Updated and reviewed to include new team members.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

Date of review	8/12/23
Who was involved	Staff
Key changes made and reason why	Updated and reviewed to reflect the new preschool environment.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

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Date of review	10/10/23
Who was involved	Preschool supervisor and educators
Key changes made and reason why	More clarification needed in response to a critical incident (11/9/23).
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

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Date of review	30/8/23
Who was involved	Preschool staff and parents
Key changes made and reason why	Updated to new Department of Education procedure template.
Record of communication of significant changes to relevant stakeholders	Website 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.

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