

Coota Gulla Preschool Procedures



Administration of First Aid

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
2.1	89 94 136	<ul style="list-style-type: none">▪ Student Health in NSW Schools: A summary and consolidation of policy
Next Review Date:		18/07/23

The educators for both groups are qualified First Aid Officers (HLTAID004). One of these staff members will administer first aid in the preschool.

If unavailable, there are also three other First Aid Officers (HLTAID004) trained across the school and can be easily accessed to provide assistance.

All staff (teaching and non-teaching) across the school are current with all mandatory departmental health and safety training (WHS Induction, Child Protection, Code of Conduct, CPR & Anaphylaxis, e-Anaphylaxis, e-Emergency Care and WWCC). Any casual teaching or non-teaching staff must also show evidence of currency of training for all the above before being employed. This training is tracked on an Excel sheet on the Office Drive and monitored by the office staff and senior executive although the onus is on staff to ensure they are always current.

All current certificates for the entire school are filed in the Deputy Principal's office. For all preschool educators, and regular staff who support the preschool during break times, a copy of all their certificates is kept in staff qualifications folder in the preschool foyer. Photographs of each staff member who possesses these qualifications are on the side of the filing cabinet, as well as on the wall near the First Aid Kit on the veranda.

There is a whole-school First Aid Plan (reviewed annually) which is attached to this document.

The First Aid Kit is located on top of the bag cubby on the veranda and is suitably equipped, easily accessible and recognisable. The First Aid Kit also includes a general use EpiPen Junior and Ventolin. First Aid Kits are carried on all excursions and during evacuation drills or actual evacuations. Preschool staff regularly monitor supplies and update stock as required and discard and replace out of date stock using the Work, Health and Safety (WHS) checklist. A cardiopulmonary resuscitation (CPR) charts for adults and children are displayed in prominent positions in the preschool, both inside and outside.

In an emergency, the general use EpiPen Junior/Ventolin will be administered even the child is not diagnosed, as per our duty of care.

All incidents are documented and kept according to regulatory requirements using the *Incident, Injury, Illness and Trauma Record* form.

A copy of the incident report is provided to the family as soon as possible. Parents are notified of any serious incidents and medical intervention is arranged if required.

The Nominated Supervisor is notified immediately after a serious incident has occurred.

In the event of managing a serious incident refer to Coota Gulla Preschool's *Incident, Injury, Trauma and Illness Procedure* for the actions that need to be completed.



Education



Liverpool West Public School

First Aid Plan

Health and Safety Directorate

This First Aid Plan details the strategies in place to ensure appropriate provision of first aid Arrangements relative to our workplace requirements as per the [First Aid Procedures](#).

School/Workplace: Liverpool West Public School

Date: 16/5/2022

Date of Next Review: 12/4/23

Overview

Key points	List key points
List the type of work and activities conducted (for example teaching, sport and outdoor activities, excursions, onsite and offsite, etc.).	Education
Describe the size and layout of workplace, for example size of the site, number of buildings/storeys, split or single site etc.	The school sits on about 2.78 hectares with 17 permanent, single-storey buildings and 6 demountables.
Describe the location of workplace e.g. major road, regional, access requirements, distance/time from medical support.	The school is bound by two major roads: Hoxton Park Road and Flowerdale Road (all entrances off this road). Maryvale Avenue Medical Centre (closest medical support): 680m NSW Ambulance: 550m Liverpool Hospital: 2.8km
List the number and distribution of employees, for example staff, students, visitors, etc.	653 students and 58 staff. Visitors fluctuate based on weekly activities, for example Little Leapers, Assembly, English Classes, Toddler Time, Parent Café, etc.
Describe the hours of operation, for example 8:30 am to 3:30 pm. Include both school and outside of school considerations, vacation periods, etc.	8:40-3:40 during school terms. Cleaners on site from 5:30am to 7:30pm. The school is open most term holidays for staff to access. General Assistant works most school holidays and facilitates staff access.

Step 1 and 2 - Identify and assess hazards or potential causes of injury or illness in the workplace

(Consider information about past incidents, injuries/illnesses, health needs of staff & students, etc) – add more rows as required

Identify and list below hazards and other potential sources of injury or illness, for example equipment, electrical items, chemicals, health/illness, biological hazards (including sources of potential infection).	Consider how the hazard could cause harm, injury/illnesses (for example cuts and abrasions, accidents requiring emergency services, including fractures or other injuries).	Describe the potential severity and likelihood of potential injuries in the context of strategies to mitigate same.
Asphalt areas are uneven.	Trip hazard. Rough surface can cause abrasions if someone was to trip.	Students are consistently reminded to not run on asphalt areas.

Step 3 – Determine what First Aid arrangements are required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
Appoint First Aid Officer(s)	Four officers appointed.	Principal	As currency expires.
Identify other trained first aiders available where required.	A number of staff are trained to administer medication.	Principal	As currency expires.
List staff training requirements (including CPR, anaphylaxis and E-Emergency Care training, etc) and schedule annual face to face training.	Training on the workplace emergency management plan – <u>annually</u> Emergency care training for all teachers, SLSO and key staff admin staff – <u>every 3 years</u> Anaphylaxis/ CPR/Asthma Training – <u>annually</u> Anaphylaxis Theory – <u>every 2 years</u> First Aid Officers – <u>every 3 years</u>	Principal	As indicated to the left.
List number of First Aid Kits and their location (consider accessibility of kits, high risk areas, first aid for off-site activities etc.), consider contents of kits, and maintenance arrangements.	First Aid Kits available in Sick Bay (Block D-Mainsbridge office area) and the Preschool (Block J). Five additional First Aid Kits available in Sick Bay to be taken for external activities, such as excursions, PSSA, evacuations, etc. Generic Epi-pens located at Sick Bay and the Library (Block S). Generic Junior Epi-pens located in Sick Bay and Preschool.	First Aid Officers Deputy Principals Principal	SAO keeps track of Epi-pen expiry dates. First Aid Kits checked twice a year by first aid officers. Teachers responsible for checking a kit before taking it and ensuring anything that is used is replenished.

Step 3 – Determine what First Aid arrangements are required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
Identify First aid room requirements, (consider location, accessibility, equipment, signage and maintenance arrangements).	The Sick Bay is located in Block D - Mainsbridge and is overseen by office staff. Where necessary they will contact First Aid Officers/ring parents/call for an ambulance, in consultation with senior executive.	Office staff First Aid Officers Senior Executive	As required.
Where the school/workplace has or is considering a defibrillator – refer to defibrillator guidelines	N/A		
Document process to manage prescribed medications and EpiPens (for example system to ensure appropriate storage, currency of medication, health care plans/ASCIA plans, etc)	Electronically managed through SENTRAL notification and storage on SharePoint ensures that all Health Care Plans are current.	Learning and Support Coordinator First Aid Officers	To be accessed every month and parents notified when they have to provide a new plan.
Document first aid response procedures (steps to be taken in the event of injury/illness) and local protocols for First aid. Consider infection control, incident reporting, documentation requirements, etc	<ol style="list-style-type: none"> 1. A student is sent to the office from the classroom with a Sick Bay Note or from the playground with a Playground Card. 2. For minor injuries, office staff to provide support and document in the 'Register of Injuries' book. 3. For more serious injuries, one of the First Aid Officers is called. This is also recorded. 4. Where necessary, including all head injuries, parents are contacted. 5. An ambulance is called where necessary. <p>NOTE: For all serious incidents the 'Incident injury trauma and illness record' form must be completed by the initial teacher. This is signed by the parent, who receives a copy, and the original is filed in the Principal's Office in the 'Incidents' folder.</p>	All staff	As required.
Describe how workplace first aid arrangements will be communicated within the workplace (consider staff, casual employees, visitors, students, etc)	<p>Information regarding procedures in available for all casuals in classrooms (black folder). This is explained on their first day at LWPS.</p> <p>This process is reviewed at the start of every year for all staff.</p> <p>This is also outlined in the Student Wellbeing Document which is distributed to all staff at the beginning of the year, is available in the Server and a hard copy is located in the staffroom in the Wellbeing Folder.</p>	Senior Executive	Annually. New staff as required.

Step 4 - Ongoing monitoring and review of Plan

Key points	List key points and actions required	Responsibility	Due date / frequency
Describe process for monitoring and review of the First Aid Plan, first aid kit, facilities, currency of staff training, etc	Review of the First Aid Plan will occur annually by the HS Manager, First Aid Officers and in consultation with the staff. First Aid Kits and Sick Bay to be monitored by First Aid Officers. Currency of staff training is overseen by SAO.	HS Manager to oversee.	Annually Twice a year. Each term.

Reporting and documentation

Describe steps the workplace will take to: (1) Report incidents and injuries (2) Maintain register of injuries (3) Record of first aid treatment (4) Other?	All incidents and major injuries reported to the Incident Report and Support Hotline. Incidents, including treatment, recorded in the 'Register of Incidents' book. Notifications made as required.	Senior executive to oversee.	As required.
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List emergency contacts and other key contacts

Emergency: 000	Maryvale Avenue Medical Centre: 8798 2881	Liverpool Hospital: 8738 3000	Poison Info Centre 131 126
Incident Report and Support Hotline: 1800 811 523			

Name: <i>Principal / Workplace Manager</i>	Signed:	Date:
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