### Preschool administration of first aid procedure

| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.12.2 | Regulation [89](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div2/reg89)Regulation [94](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div4/reg94)Regulation [136](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.4/div6/reg136) | [Leading and operating department preschool guidelines](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools) [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) |
| **Pre-reading and reference documents** |
| [First Aid Procedures](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/emergency-planning-and-incident-response/first-aid/PROC003_FIRSTAIDPROCEDURES.pdf) |
| **Staff roles and responsibilities** |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* 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.
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| **Preschool supervisor** | 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.  |
| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* 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.
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| **Procedure** |
| **First aid qualifications** | * All department staff (ongoing, temporary and casual) complete the department’s mandatory first aid training:
	+ 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 or HLTAID0012). Preschool Educators Emily Roalfe currently holds this qualification.
* The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool. They are noted as *nominated first aider / s* alongside the days they are on duty in the preschool. This information is displayed clearly in the staff room, play rooms and on the First aid Kit/ Medicine cupboard.
* Educators’ current first aid certificate/s are stored in hard copy in the staff folder. This folder is stored on the bench in a folder marked “Staff Qualifications.
* 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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| **First aid kit** | * First aid kits are stored on the preschool site. The main kit is in the kitchen, a smaller kit is accessible in the rear nature playground and first aid is included in the emergency backpack.
* 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. First aid kits are checked and refilled in week 8 of each term by the preschools SAO officer, Sharon Burston. Sharon also maintains the record of the first aid kit.
* 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](https://allergy.org.au/images/stories/anaphylaxis/2020/ASCIA_First_Aid_Anaphylaxis_EpiPen_Orange_2020.pdf) and the [Asthma Care Plan for Education and Care Services](https://asthma.org.au/wp-content/uploads/About_Asthma/Schools/AACPED2018-Care-Plan-for-Schools-A4_2019.pdf).
* 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:
* a first aid kit
* the general – use emergency medication and instructions for use
* individual children’s emergency medication and medical management plans. The Preschools AEO, or SLSO will carry the emergency backpack.
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| **Administration of first aid** | * In any medical emergency an ambulance will be called immediately. Preschool will call for an ambulance and immediately notify the office following.
* 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:
	+ 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. The delegated first aid officers will administer first aid.
* After first aid has been administered, the details will be recorded in an *Incident, injury, trauma and illness record.* The first aid officer attending to the incident will complete the *incident, injury and illness record* with the support of witnessing educators.
* 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 a child suffers a head or bite injury, their parent will be contacted as soon as practical. The Preschool teacher or Educator will call the family.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| Emily Roalfe 4/11/2021 |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 4/11/2021 with printed policy to review in detail. |

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

| Record of procedure’s review |
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| **Date of review and who was involved** |
| Emily Roalfe 25/3/2022 |
| **Key changes made and reason/s why** |
| Minor grammatical changes  |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 25/3/2022 with printed policy to review in detail.Families informed using storypark platform, printed copy on sign on table. |