

Casino Public School - Djanenjam Preschool

Localised Procedure

Administration of first aid



Reviewed: 01/11/19

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Departmental Preschool Leadership and Operational Guidelines reference	School policy or procedure, where applicable
<p><u>Regulation 168 (2)(a)</u></p> <p><u>Regulation 136</u></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01 • First aid procedures and support tools 	<p>Children's Health and Safety.</p> <p>Pg. 33-34</p> <p>Staffing Arrangements</p> <p>Pg. 63 - 64</p>	

- Preschool staff at Casino Public School – Djanenjam Preschool will assure parents that all necessary actions will be taken if their child is involved in an accident or emergency. In the Department enrolment form, parents are asked for written their written authorisation for staff to seek urgent medical and hospital treatment and/or to call an ambulance for their child if needed. At all times while children are present in the preschool there will be a First Aid Officer in attendance who will be immediately available in an emergency.
- Staff members with a current approved first aid qualification, anaphylaxis and emergency asthma training will be present and available at all times. At Casino Public School – Djanenjam Preschool, the person with these qualifications may be located in the school but will always be immediately available in an emergency.
- Djanenjam preschool teachers, Aboriginal Education Officer and the School Learning Support Officer possess current ACECQA approved first-aid, anaphylaxis and asthma qualifications. Documentation of qualifications are situated in the Casino Public School – Djanenjam Preschool Admin space in a folder beside the filing cabinet.
- The name of First Aid Officers and their photograph are recorded and displayed in the preschool near the first aid cupboard. These photographs are also displayed throughout the preschool.

- The first aid box is mounted to the wall inside of the preschool kitchen and is suitably equipped, easily accessible and recognisable.
- A portable evacuation backpack is located in the kitchen on top of the first aid box. This pack also contains an epipen. The evacuation backpack is carried at all times when the children leave the preschool setting, including when on excursions. The preschool administration officer monitors supplies and discards and replaces out of a date stock on a regular basis.
- A CPR or cardiopulmonary resuscitation chart for children and adults are displayed in the indoor learning spaces and in the outdoor learning space.
- All incidents are documented and stored according to regulatory requirements. The family (when first aid has been administered to their child) will be notified of the nature of the incident/ accident. The person who administered first aid will be the person to complete the incident, illness, injury, trauma record and ensures that the record is signed by a parent or guardian. The record will be placed in the child's file in the preschool admin space and a copy placed in the incident, illness, injury, trauma record folder. Djanenjam Preschool educators will regularly reflect on records to ensure that all actions are being taken to promote and maintain a safe environment.
- The Nominated Supervisor is informed immediately after a serious incident has occurred. In the event of a serious incident, preschool educators will refer to the incident, illness, injury, trauma procedure for the correct forms to complete which will then be forwarded to Early Learning.
- As for all school staff preschool educators complete the mandatory department health and safety qualifications.
- It is mandatory for all departmental staff, including temporary and casual staff to complete the following DoE offered training:
 - *Australian Society of Clinical Immunology and Allergy (ASCI) anaphylaxis; e-training*
 - *e-Emergency care-CPR training.*
- **When a child with anaphylaxis is enrolled in the preschool staff are also required to do the face-to- face training.**