### Logo Description automatically generatedElermore Vale Public School

### 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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| 2.1  2.2 | 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. | |
| **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. This includes:   * 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 * developing strategies to induct all staff when procedures are updated to ensure practice is embedded | |
| **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 | |
| **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 (HLTAID012). (We have 9 staff members that hold this qualification * Louise Dittberner (preschool educator) * Jo Morgan (preschool SLSO) * Nicole Budden (preschool SLSO) * Michelle Rawson (SLSO) * Kristen Rowe (preschool supervisor) * Gail Cullen (office staff) * Isabelle Mawkes (RFF teacher) * Kayla Brown (EC teacher) * Mandy Harborne (AP C&I)   If one of the school staff were required to help in an emergency they will be contacted via the cordless preschool phone.   * The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool. This is located in the preschool foyer. They are also noted with a tick on the staff sign in sheet, located on the bench in the playroom. * Educators’ current first aid certificate/s are stored in hard copy in the staff folder. Staff folders are located in the second drawer of the filing cabinet in the preschool office. The preschool supervisor ensures these are maintained. * 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. | |
| **First aid kit** | * First aid kits are stored on the preschool site. There is a first aid box located outside on the deck, there is a go bag with first aid supplies located on the kitchen bench in case of an evacuation and there is also a first aid kit located in the bathroom. * 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. These records are maintained by the office staff on a termly basis. The kits are restocked at the beginning of each year or when something is about to expire. * For use in an emergency situation, the medical cupboard 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 are clearly noted on the outside of the cupboard 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 go bag) * the general use emergency medication and instructions for use * individual children’s emergency medication and medical management plans.   The go bag is collected and carried by the preschool SLSO. | |
| **Administration of first aid** | * In any medical emergency an ambulance will be called immediately. The preschool will make this phone call. * In an anaphylaxis or asthma emergency situation, **preschool educators will a**dminister 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. One of the preschool educators and/or call for an office staff member that holds the HTLAID012 qualification. * After first aid has been administered, the details will be recorded in an *Incident, injury, trauma and illness record*. This will be completed by the staff member that administered the first aid. Blank proformas are located on the trolley when outside and on the staff bench inside. Completed records are stored in the child’s individual record card in the top drawer of the filing cabinet. The details are also added to the Incident, injury, trauma and illness register that is located in the second drawer of the filing cabinet 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 a child suffers a head or bite injury, their parent will be contacted as soon as practical. The preschool supervisor or preschool educator will make this phone call. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 26/04/2022  Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Staff updates done. Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| At informal staff meeting |

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| **Date of review and who was involved** |
| 30/05/2023  Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Staff updates completed.  Change of HLTAID004 to HLTAID012 |
| **Record of communication of significant changes to relevant stakeholders** |
| At informal staff meeting |

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