




## administration of first aid procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation <a href="#">89</a> Regulation <a href="#">94</a> Regulation <a href="#">136</a>	<a href="#">Leading and operating department preschool guidelines</a>  <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">First Aid Procedures</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"><li>• the preschool is compliant with legislative standards related to this procedure at all times</li><li>• all staff involved in the preschool are familiar with and implement this procedure</li><li>• all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li></ul>	
<b>Preschool supervisor</b>	<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.</p> <ul style="list-style-type: none"><li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li><li>• reflecting on how this procedure is informed by relevant recognised authorities</li><li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li></ul>	

	<ul style="list-style-type: none"> <li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.)</li> </ul>
<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>being actively involved in the review of this procedure, at least annually, or as required</li> <li>ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>First aid qualifications</b>	<ul style="list-style-type: none"> <li>All department staff (ongoing, temporary and casual) complete the department's mandatory first aid training: <ul style="list-style-type: none"> <li>Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training</li> <li>anaphylaxis face-to-face training (mandatory if a child with anaphylaxis is enrolled in the preschool)</li> <li>e-Emergency care</li> <li>CPR face to face training (HLTAID001)</li> </ul> </li> <li>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/HLTAID004). Claire Callinan and Chelsea Stanton both hold HLTAID012, and Jennifer Mitchell HLTAID004. The school office staff also hold HLTAID004 . The office staff are able to be contacted on the internal school phone.</li> <li>The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool. They are noted as <i>nominated first aider /s</i> alongside the days they are on duty in the preschool. This information is displayed in the foyer entrance of the preschool.</li> <li>Educators' current first aid certificate/s are stored in hard copy in the staff training folder. These are located in the filing cabinet in the preschool office.</li> <li>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.</li> <li>Staff who hold the first aid allocations and is responsible for the administration of first aid is indicated on the supervision roster by  .</li> </ul>
	<ul style="list-style-type: none"> <li>First aid kits are stored on the preschool site. A first aid kit is located in the kitchen. The emergency backpack is locked at the door to the entrance of the outdoor area.</li> </ul>

<p><b>First aid kit</b></p>	<ul style="list-style-type: none"> <li>• The kits are inaccessible to children, but easily recognisable and accessible to adults.</li> <li>• A written record of the contents of the kit /s is maintained, including the contents' expiry dates. Jen Mitchell maintains the first kit. There is a list of expiry days on the door of the first aid cabinet and in the first aid folder in the office. There is also a first aid check on the daily safety check.</li> <li>• 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 <a href="#">ASCIA First Aid Plan for Anaphylaxis (ORANGE) 2020 EpiPen</a> and the <a href="#">Asthma Care Plan for Education and Care Services</a>.</li> <li>• The location of this emergency medication are clearly noted on the outside of the kit for the information of all staff, visitors and volunteers.</li> <li>• When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the following is taken: <ul style="list-style-type: none"> <li>○ a first aid kit</li> <li>○ the general – use emergency medication and instructions for use</li> <li>○ individual children's emergency medication and medical management plans.</li> </ul> </li> </ul>
<p><b>Administration of first aid</b></p>	<ul style="list-style-type: none"> <li>• In any medical emergency an ambulance will be called immediately. The school office staff would phone for an ambulance.</li> <li>• 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.</li> <li>• If emergency medication is administered: <ul style="list-style-type: none"> <li>○ an ambulance will be called</li> <li>○ the principal and child's parent or carer will be notified</li> <li>○ a notification will be made to Early Learning (phone 1300 083 698) within 24 hours.</li> </ul> </li> <li>• If a child requires it, they will be administered first aid. The nominated first aiders would administer first aid.</li> <li>• After first aid has been administered, the details will be recorded in an <i>Incident, injury, trauma and illness record</i> and the <i>record of administration of first aid</i>. The educator who administers the first aid completed the incident form. The forms are then stored in the preschool office. They will also complete the administration of first aid record which is located next to the first aid cabinet.</li> <li>• 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 <i>Incident, injury, trauma and illness record</i> as confirmation of this.</li> <li>• 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</li> </ul>

	<p>taken for medical attention.</p> <ul style="list-style-type: none"> <li>• If a child suffers a head or bite injury, their parent will be contacted as soon as possible. The preschool educators contact the family directly.</li> </ul>
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<b>Record of procedure's review</b>	
<b>Date of review and who was involved</b>	
<p><b>June 2021</b> Chelsea Stanton, Claire Callinan, Jen Mitchell</p>	
<b>Key changes made and reason/s why</b>	
<p><b>Changed in first aid qualification HLTAID012</b></p>	
<b>Record of communication of significant changes to relevant stakeholders</b>	
<b>Date of review and who was involved</b>	
<p><b>August 2022</b> Claire Callinan, Jen Mitchell Leanne Morgan</p>	
<b>Key changes made and reason/s why</b>	
<p><b>Staff roster identifies</b></p>	
<b>Record of communication of significant changes to relevant stakeholders</b>	