**Administration of First Aid**

**Reviewed: 03/08/2018 Next Review: 03/08/2019**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **National Quality Standard(s)** | [**Preschool Handbook**](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf) **reference** | **School policy or procedure, where applicable** |
| [Regulation 168 (2)(a)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html)  [Regulation 136](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s136.html) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures):   * [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) * [ACECQA First aid qualification information and checker](file:///G:\Kooloora\Policies_and_procedures\•%09https:\www.acecqa.gov.au\qualifications\requirements\first-aid-qualifications-training) * First Aid (Health and Safety Directorate - intranet) * First Aid Procedures 2016 (Health and Safety Directorate - intranet) * [ACECQA First aid qualification information and checker](https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training) | 2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.  2.3.3: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. | Wellbeing, page 27  Staffing, page 59 |  |

Preschool staff will assure parents that all necessary actions will be taken if their child is involved in an accident or emergency. On enrolment, parents are asked for their written authorisation for staff to seek urgent medical and hospital treatment and/or to call an ambulance for their child if needed. Preschool staff have a duty of care to comfort and care for sick and distressed children as well as providing immediate help if required.

A staff member with a current approved first aid qualification and anaphylaxis and emergency asthma management training will be present and immediately available at all times (regulation 136). In departmental preschools the person with these qualifications may be located in the school but must always be immediately available in an emergency (regulation 136 (2)).

Claire Callinan (Preschool Teacher) and Leanne Morgan (Preschool teacher Friday) possess current approved first-aid HLTAID004, anaphylaxis and CPR qualifications and will be present and immediately available in an emergency. Jennifer Mitchell (SLSO) holds current Provide First Aid HLTAID003,, anaphylaxis and CPR qualifications and will also be present and immediately available in an emergency.)Documentation of these qualifications is situated in a locked filing cabinet within the Edgeworth Public School Preschool office and photographs of each staff member whom possess these qualifications are displayed in the office.

The first aid kit is mounted to the wall of the children’s bathroom and is suitably equipped, easily accessible and recognisable. First aid kits are carried on all excursions. Preschool staff regularly monitor supplies and update stock as required and discard and replace out of date stock on a regular basis using the Work, Health and Safety (WHS) checklist.

Edgeworth Public School Preschool has a fully stocked first aid kit that is accessible to all staff but not to children. A cardiopulmonary resuscitation (CPR) chart for adults and children is kept with the first aid kit and also displayed in prominent positions in the preschool, both inside and outside.

All incidents will be documented and stored according to regulatory requirements.

A copy of the incident report will be provided to the family as soon as possible, parents notified of any serious incidents, and medical intervention arranged if required.

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

The families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident, and the person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.

In the event of managing a serious incident refer to Edgeworth Public School Preschool’s Incident, Injury, Trauma and Illness procedure for the appropriate forms to complete e.g. Accident & Illness Report & SI01 Notification of serious incident.

* ***One staff member may hold one or more of the following qualifications:-***

1. Approved first aid - Provide First Aid HLTAID003, mandatory for all DoE nominated first aid officers, meets this requirement. However, e-Emergency Care and Provide CPR, while mandatory for all DoE employees are not ACECQA approved qualifications.
2. Anaphylaxis management training - the mandatory DoE course Anaphylaxis e-learning (APTSs) meets this requirement.
3. Emergency asthma management - the DoE course is not approved, however courses with the following codes are: 30646QLD, 21886VIC, 10392NAT, 22024VIC, 22282VIC

The course First Aid in Education and Care Setting HLTAID004 comprises all three qualifications (First-aid, anaphylaxis and asthma) and is approved by ACECQA.

* ***Hazard Identification and Risk Assessment:-***
* Provide a child-safe environment.
* Regularly conduct risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes.
* Introduce preventive measures to eliminate the risk, or control measures to minimise the risk.
* Undertake daily risk assessments in the environment in order to plan safe experiences for children.