

# Stockton 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
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 pg. 44</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. 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 supporting the educators in reviewing 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> </ul>	

	<ul style="list-style-type: none"> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <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 (HLTAID004).</li> <li>• Zoe Lantry is the Preschool first aid officer; School administration staff also hold the HLTAID004 qualification- Jill Bell and Leanne Sewell can be contacted on the phone to provide further first aid treatment if needed.</li> <li>• The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool in the entrance. They are noted as <i>nominated first aider / s</i> alongside the days they are on duty in the preschool.</li> <li>• Educators' current first aid certificate/s are stored in hard copy in the staff folder. This is located in the school office and is maintained by our office administration staff.</li> </ul>

	<ul style="list-style-type: none"> <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> </ul>
<p><b>First aid kit</b></p>	<ul style="list-style-type: none"> <li>• First aid kits are stored on the preschool site on the trolley. This is taken outside during outside play and when we visit the school for things such as Library visit, school events.</li> <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. This is maintained by our OH&amp;S administration officer who checks it annually to ensure contents expiry dates, as well as preschool staff who check the contents each term and update stock as required; discard and replace out of date stock. A first aid box checklist is kept in the first aid box in the inside of the lid.</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> <li>○ These are put in a trolley that is pulled by the preschool SLSO- Zoe Lantry</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 by the preschool staff.</li> <li>• In an anaphylaxis or asthma emergency situation, <b>preschool educators will administer</b> emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent / carer authorisation is not required for this.</li> </ul>

	<ul style="list-style-type: none"> <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 by the person/ staff member who has witnessed the incident/ injury/ illness.</li> <li>• After first aid has been administered, the details will be recorded in an <i>Incident, injury, trauma, and illness record</i>. This is to be filled out by the staff member administering first aid and are stored in the incident and injury folder in the preschool staffroom.</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 taken for medical attention.</li> <li>• If a child suffers a head, breaks a bone, severe injury or bite injury, their parent will be contacted as soon as practical by the preschool staff.</li> </ul>
<p><b>Additional procedures for COVID 19</b></p>	<ul style="list-style-type: none"> <li>• Staff have access to additional PPE (personal protective equipment) if a child requires first aid treatment.</li> </ul>

## Record of procedure's review

### Date of review and who was involved

16/8/21- Kristyn Drewe, 30/8/21 - Christine Hayes, 01/09/2021- Zoe Lantry, Alexis Scott and Jodie Holt

### Key changes made and reason/s why

Procedure updated and in the new format in line with the Leading and Operating Department Preschool guidelines; update and reviewed due to current lockdown and restrictions.

### Record of communication of significant changes to relevant stakeholders