Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Administration of first aid – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
NQS: 2.1, 2.2 **Regulations: 85, 88, 89, 90, 93, 94, 136**	Leading and operating department preschool guidelines Student health in NSW schools – A summary and consolidation of policy First aid procedures [PDF 274 KB] First aid kits Administration of medication	Temperature monitors in first aid kits fact sheet [PDF 102 KB] ACECQA's policy and procedures guidelines – The administration of first aid [PDF 211 KB]

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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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.

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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 which includes: • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

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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 • e-Emergency care • CPR face to face training HLTAID001 • There is always at least one staff member available in the preschool who holds current ACECQA approved first-aid, anaphylaxis and asthma qualifications (HLTAID012). • The ECE teacher, SLSO, Administration Officer, Preschool Supervisor and regular relieving staff all hold current ACECQA approved first aid certification. • The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the preschool. They are noted as *nominated first aider* alongside the days they are on duty in the preschool. • Educators' current first aid certificate/s are stored in hard copy in the staff folder located in the staff information folder. This folder is maintained by the preschool administration officer. • 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. • In addition to self-monitoring, the Primary School Deputy monitors all staff mandatory training through Scout data, including preschool, prior to the start of each term. The deputy informs the staff member that training must be updated prior to commencement of the term.

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First aid kit	A First aid and asthma kit are stored on the preschool site. The **First Aid bag (red)** and **Asthma kit (purple)** are stored inside the cupboard immediately to the left of the entry into the preschool room and is accessible at all times. • The **first aid bag (red)** and **asthma emergency bag (purple)** are inaccessible to children, but easily recognisable and accessible to adults. • The first aid and asthma kit contents are checked by the preschool administration officer in the first week of each term to ensure kit contents are in date and undamaged. • For use in an emergency, the first aid kit also contains a general use EpiPen Junior and instructions for its use - the ASCIA First Aid Plan for Anaphylaxis (ORANGE) 2020 EpiPen • For use in an emergency, the asthma kit contains asthma reliever medication (Ventolin) and instructions for its use - the Asthma Care Plan for Education and Care Services. • The location of this emergency medication is clearly noted on the outside of the kit 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: • List of emergency contacts • First aid kit (red) • Asthma kit (purple) • general – use emergency medications and instructions for use • individual children's emergency medication and medical management plans. • The on duty SLSO is to retrieve the first aid and asthma kits and individual children's medication and medical management plans during an evacuation.

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Administration of first aid	In any medical emergency an ambulance will be called immediately by a member of the school's administration team authorised by the school's site manager.
	• In an anaphylaxis or asthma emergency, the preschool staff will administer emergency medication (EpiPen Jr or Ventolin) to a child who requires it. Parent 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.
	• After first aid has been administered, the details will be recorded in an Incident, injury, trauma and illness record. Blank copies of this record are held in the staff forms folder and must be completed by the Early Childhood Teacher or the relieving teacher with the assistance of any adult witnesses.
	• 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.
	• Completed *Incident, injury, trauma and illness records* must be provided to the principal to investigate possible WHS implications.
	• The completed *Incident, injury, trauma and illness record* will be maintained in the child's individual information file.
	• 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 the child is not taken for medical attention, but a reasonable person would have thought they should have been, a notification must still be made.
	• If a child suffers a head, bite or fall injury (up/down steps or from low play equipment), their parent will be contacted as soon as practical.

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Record of procedure's review

Date of review	20/05/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Nil changes
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Nil changes Parents: Nil changes required for this procedure. Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

Date of review	9/05/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Nil changes - updated template available from Early Learning
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

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Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

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