

# Orange Grove Public School Preschool

## First Aid Procedures

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>		

## Record of procedure's review

### Date of review and who was involved

4/2/21 (Previously 18/9/19)  
Lauren Tinslay, Kylie Pearse

### Key changes made and reason/s why

- Adding roles and responsibilities for principal, supervisor and educators to improve clarity of who is responsible for each task.
- Changing order of information to improve access to necessary information.
- Update of HTLAID0004 first aid officers and how to contact them in line with training completed.
- Updated location of first aid kit because it has been moved to a location for easy access when inside or outside.

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

5/2/20- Communicated to Kate Jones & Kasey Henness

16/02/21- Communicated changes to procedure at K-6 admin meeting to all staff present and notes recorded in minutes for those who missed it.

08/03/21- Communicated changes to school community and families via the P&C meeting.

### 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.

- reflecting on how this procedure is informed by relevant recognised authorities

	<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 including K-6 staff, relief staff and casual staff</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> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> </ul>

### Staff training

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)- renewed annually during school development days

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).

- The current staff members who hold this qualification are Lauren Tinslay (Preschool Teacher), Kylie Pearse (Preschool SLSO) and Karen Meers (School Administrative Manager). When Lauren and Kylie are away, Karen Meers can be immediately contacted via the landline phone in the preschool office on extension 151.
- Educators' current first aid certificate/s are stored in hard copy in a staff qualifications folder labelled with their name.
- Each educator takes responsibility for ensuring their first aid qualification remains current by monitoring the expiry date and alerting the preschool supervisor or principal prior to requiring retraining.

The names of the preschool educators who hold the ACECQA first aid qualifications are clearly displayed in the foyer, office, children's bathroom and outdoor play area of the

preschool. They are noted as *nominated first aiders* alongside the days they are on duty in the preschool.

### First Aid Kit

An adequately stocked first aid kit is stored near the back door of the preschool in an easily recognisable green backpack with a white cross on the outside:

- The first aid kit is stored at a height that does not allow children to access it and is accessible from both inside and outside learning areas. This kit is portable, so is taken on excursions and visits to the main school site.
- A cardiopulmonary resuscitation (CPR) chart for adults and children, ASCIA First Aid Plan for Anaphylaxis (Orange) and Asthma First Aid poster is displayed near the first aid kit.
- A written record of the contents of the kit is maintained, including the expiry dates of each item. An audit of the kit is conducted at the end of each term by the preschool educators, as part of the end of term checklist.
- For use in an emergency situation, the first aid kit contains a general use EpiPen Junior & Senior (2) and asthma reliever medication (Ventolin) and instructions for their use - the [ASCIA First Aid Plan for Anaphylaxis \(ORANGE\) 2020 EpiPen](#) and 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.
- Individual children's **personal adrenaline auto injectors and asthma medication** along with their ASCIA action plan or Asthma Australia Plan is kept in a red pouch on the wall in the children's bathroom, above children's reach. The pouch is easily distinguishable and labelled with a picture of the child on the outside.
- Individual children's emergency medical plans or action plans are displayed in the preschool office, children's bathroom, outdoor learning area, and in the casual folder and medical conditions folder.
- When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the following is taken: the first aid kit, the general use emergency medication and instructions for use; and individual children's emergency medication and medical management plans. These items are carried by the SLSO or relieving SLSO.
- Signs indicating where the first aid kit, emergency medication and children's personal emergency medication are located are displayed in the preschool foyer, office, children's bathroom and outdoor learning area.

### Administration of first aid

In any medical emergency an ambulance will be called immediately by one of the preschool educators.

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.

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, first aid will be administered by the preschool educator who witnessed the incident or to whom it was first reported. After first aid has been administered, the details will be recorded in an *Incident, injury, trauma and illness record* by the educator who witnessed the incident or to whom it was first reported.

- 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 has a minor injury and attends after school care therefore is not collected by their parent, the incident will be reported to a Team Kids staff member and a message sent on Seesaw to the parent or carer. The parent or carer will be asked to sign the completed *Incident, injury, trauma and illness record* at their next visit to the preschool
- 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 or carer will be contacted as soon as practical by the educator who witnessed the incident or to whom it was first reported.