

Orange Grove Public School Preschool

First Aid Procedures

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
<p>NQS: 2.1, 2.2</p> <p>Regulations: 85, 88, 89, 90, 93, 94, 136</p>	<p>Leading and operating department preschool guidelines</p> <p>Student health in NSW schools – A summary and consolidation of policy</p> <p>First aid procedures [PDF 274 KB]</p> <p>First aid kits</p> <p>Administration of medication</p>	<p>Temperature monitors in first aid kits fact sheet [PDF 102 KB]</p> <p>ACECQA's policy and procedures guidelines – The administration of first aid [PDF 211 KB]</p>

Pre-reading and reference documents

[First Aid Procedures](#)

Record of procedure's review

Date of review and who was involved

07/03/2024, Lauren Tinslay

Key changes made and reason/s why

- Minor changes to the order and structure of the document to reflect an updated template.

Record of communication of significant changes to relevant stakeholders

- Communicated to preschool staff, supervisor and principal on 07/03/2024

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

Staff roles and responsibilities	
	<ul style="list-style-type: none"> all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
Preschool supervisor (if applicable)	<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. This could include:</p> <ul style="list-style-type: none"> 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 educators including K-6 staff, relief staff and casual staff	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> 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.

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 (mandatory if a child with anaphylaxis is enrolled in the preschool)
- e-Emergency care
- CPR face to face training (HLTAID001)

There is at least one staff member available on the school site, readily available at all times who holds current NQF approved first-aid, anaphylaxis and asthma qualifications (HLTAID012). (Note which staff members hold this qualification.)

- The names of the preschool educators who hold the NQF qualifications are clearly displayed in the preschool. (Note when in the preschool this information is displayed.)
- Teachers' and educators' current certificates are stored in hard copy in the staff folder. (Note the process for maintaining this folder and where it is stored.)

- Each teacher and educator takes responsibility for ensuring their first aid qualifications remain current by monitoring the expiry date(s) and alerting the preschool supervisor or principal prior to requiring retraining.

First Aid Kit

There is a first aid kit within the preschool premises near the back door of the preschool which is accessible both indoors and outdoors. The kit is portable so is taken on excursions and visits to the school

The kits are inaccessible to children, but easily recognisable and accessible to adults.

A written record of the contents of the kit is maintained, including the contents' expiry dates and stored inside the first aid kit. This list is maintained by educators as part of the end of term cleaning and maintenance checklist. When items in the kit need replacing or are expiring, educators email the school office with the items needed.

For use in an emergency situation, the first aid kit contains a general use EpiPen Junior & Senior 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.

When the group leaves the preschool to evacuate, for an excursion or to go into the school site, the following is taken:

- list of children's emergency contacts
- first aid kit
- general – use emergency medications and instructions for use
- individual children's emergency medication and medical management plans.

The preschool teacher retrieves and carries the first aid kit during an excursion or evacuation.

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. These pouches are retrieved and carried by the preschool educator during excursions and evacuations.

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.

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. They will also call the school office for immediate assistance.

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. The incident, injury, trauma and illness record is stored on the door of the staff bathroom for the current year and then in the archive box at the school office after the current year.

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.

Record of previous procedure reviews
Date of review and who was involved
15/02/2023, Lauren Tinslay, Cheryl Douglas
Key changes made and reason/s why
No changes made
Record of communication of significant changes to relevant stakeholders
- Communicated to preschool staff and principal on 01/03/23
Date of review and who was involved
- 9/3/22 (Previously 4/2/21) Lauren Tinslay
Key changes made and reason/s why
- Update first aid for education and care settings new qualification details (HLTAID0004 to HLTAID012 and HLTAID0001 to HLTAID009). - Changed location of first aid officer signs due to new entry way to preschool. - Clarification of when the office will be called in the case of an emergency and who will call.
Record of communication of significant changes to relevant stakeholders
15/03/22- Kylie Pearse (educator), Scott McBain (Preschool supervisor) 29/04/22- Kasey Heness (Nominated Supervisor) - 09/05/22- communicated to the school Parents and Citizens association