

Administration of First Aid

Reviewed: 03/08/2021 Next Review: Term 3, 2022



<p>Education and care services regulation/s</p>	<ul style="list-style-type: none"> • Regulation 168 (2)(a) Education and care service must have policies/procedures • Regulation 136 First aid qualifications • Regulation 94 Exception to authorisation requirement - Anaphylaxis or Asthma emergency • Regulation 87 Incident, injury, trauma and illness record • Regulation 89 First aid kits
<p>NSW Department of Education policy, procedure or guidelines</p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01 • ACECQA First aid qualification information and checker
<p>National Quality Standard(s)</p>	<p>Quality Area 2 2.1.2: Health practices and procedures Effective illness and injury management and hygiene practices are promoted and implemented. 2.2.1 Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. 2.2.2: Incident and emergency management Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. Quality Area 5 5.1.1 Positive educator to child interactions Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included. 5.1.2 Dignity and rights of the child The dignity and rights of every child are maintained.</p>
<p>Leading and operating department preschool guidelines</p>	<p>Leading and operating department preschool guidelines Children's health and safety (staff only)</p>
<p>School policy or procedure, where applicable</p>	<p>Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01</p>

Introduction

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, dressing of

minor injuries, documenting and maintaining records, recognition and reporting of health hazards and participation in safety programs.

Oak Flats Public School Preschool is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid equipment that is adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

Aim

Our preschool is committed to providing a safe and healthy environment. We will ensure:

- All permanent and temporary contracted educators hold the required first aid certificate - Provide an emergency first aid response in an education and care setting HLTAID004 - and that it is current.
- All first aid administered to children, staff, families and visitors who are involved in accidents and incidents whilst at the preschool will be done so according to guidelines and recommended practices of a first aid qualification.
- All preschool permanent, temporary and casual educators undertake current approved emergency asthma, anaphylaxis and CPR training annually as provided by the department.
- All incidents will be documented and stored according to regulatory requirements.
- A risk management approach to health and safety will be adopted.

Professional Development of Staff and Educators:

The Nominated Supervisor will ensure:

- All educators are supported to obtain and hold current first aid qualifications (HLTAID004, HLTAID012).
- All preschool permanent, temporary and casual educators undertake current approved emergency asthma, anaphylaxis and CPR training annually as provided by the department.
- Employee induction includes an induction to the first aid policy.
- The skills and competencies of trained first aiders are maintained and skills are kept up to date.
- Copies of first aid certificates are kept in the preschool staff qualifications folder in the preschool office.

Hazard Identification and Risk Assessment:

The Nominated Supervisor will:

- Provide a child-safe environment
- Guide staff in regularly conducting 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.

Educators and staff will:

- Undertake a daily indoor and outdoor environmental check each morning before children arrive and document in the Environmental Check Register.
- Remove/address any hazards immediately.

Administration of First Aid to Children, Families, Staff and Visitors to the Centre:

The Nominated Supervisor will:

- Ensure that there is always at least one first aid (HLTAID004, HLTAID012) qualified educator on the premises at all times

In general:

If a child requires it, they will be administered first aid by an educator.

- In any medical emergency an ambulance will be called immediately. A preschool educator will ring 000 if an ambulance is required and then inform the Principal as soon as possible.
- In an anaphylaxis or asthma emergency situation, preschool educators will administer emergency medication to a child who requires it.
- 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 within 24 hours.
- On the enrolment form parent consent for the administration of an EpiPen, Asthma medication or first aid is received
- Administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider
- In the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the person who has witnessed the incident/injury/illness
- The person administering first aid will be the person who completes the incident/illness/injury/trauma record and passes it to the responsible person for notification of the circumstances surrounding the administration of first aid to their child and the parent or carer will be asked to sign the completed Incident, injury, trauma and illness record as confirmation of the notification.
- If a child suffers a head injury, groin injury or bite injury, their parent/carers will be contacted as soon as practicable.
- Families are required to notify preschool staff if their child sees a medical practitioner in relation to any injury received at preschool.

First Aid Supplies:

The Nominated Supervisor will ensure that:

- The centre is supplied with an appropriate number of first aid kits for the number of staff and children being educated and cared for by the service
- The first aid kits are inaccessible to children, suitably equipped, easily accessible and recognisable to adults.
- First aid kits are carried on excursions and incursions within the school.

First Aid Equipment:

- The stationary first aid kit is a metal first aid box located on the laundry wall.
- The St Johns First aid kit is stored in the tall storage cupboard adjacent to the laundry room entry.
- The stationary first aid kit contains an EpiPen and Asthma medication and instructions for their use are attached to the front of the storage cupboard door.
- The mobile first aid kit is a red backpack located on an elevated hook at the back door.
- The mobile first aid kit contains an EpiPen and Asthma medication and instructions for their use.

- The SLSO is responsible for the first aid kit during excursions and incursions
- The SLSO is responsible for maintaining the first aid kit, ensuring that:
 - stock levels are maintained
 - expiry dates are checked
 - expired stock is disposed of appropriately
 - action taken is documented in the Operational Register
- The SLSO conducts first aid kit maintenance, week one of each school term.

Individual Children's Emergency medication and medical management plans.

- The children's personal emergency medication is stored on the top shelf of the tall storage cupboard adjacent to the laundry room entry
- The storage cupboard and the children's individual medication (divided into ziplock bags) are labeled and each child's individual medical care plan is stored with their medication.
- The mobile first aid kit contains the individual medical care plans and emergency family contact information.
- Children's individual medical care plans are also pasted/stored on the laundry room and kitchen walls.
- In the event of an incursion, excursion, evacuation or lockdown/out the children's Individual emergency medication is removed from the storage cupboard and stored with the mobile first aid kit.

Documentation and Record Keeping:

Educators and staff will:

- Complete an Incident, Injury, Trauma and Illness Record
- Ensure the incident is noted in the Operational Register
- Ensure the Incident, Injury, Trauma and Illness Record is signed and dated by the family member upon collection of the child
- Ensure that the record after being signed is stored in the child's personal file in the preschool office
- Ensure that a copy of the accident/incident report is made available for parents/guardians on request.
- Each educator takes responsibility to ensure their first aid qualification/s remain current by monitoring the expiry date and alerting the preschool supervisor or principal prior to requiring retraining.

The Nominated Supervisor will ensure:

- 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. Records are confidentially stored for the specified period of time as required by the regulation
- Any serious incident occurring at the centre is documented **and reported to the Department of Education Early Learning Unit 1300 083 698 and/or Healthy and Safety Directorate 1800 811 523.**
- **If a child sees a medical practitioner in relation to any injury they received at preschool, a notification will be made to Early Learning within 24 hours of the preschool staff becoming aware the child was taken for medical attention.**
- Educators current first aid certificate/s are stored in hard copy in the staff preschool folder.
- The names of the preschool educators who hold the ACECQA first aid qualifications are displayed on the information wall at the main front entry door

School Principal, Early Childhood Teacher and Educators

The principal is responsible for ensuring:

- the preschool is compliant with legislative standard 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

The preschool educators are responsible for working with leadership to ensure:

- all staff in the preschool and daily practices comply with this procedure
- storing this procedure in the preschool and making it accessible to all staff, families, visitors and volunteers
- being actively involved in the review of this procedure, as required, or at least annually
- ensuring the details of the procedure's review are documented